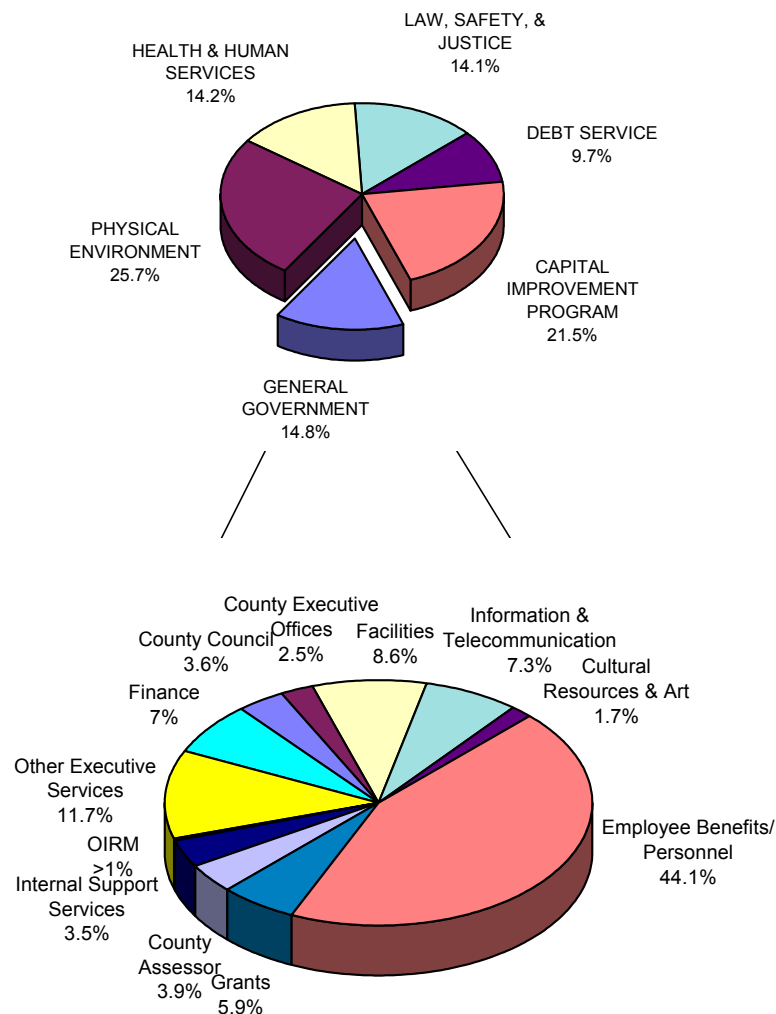


GENERAL GOVERNMENT

General Government \$429 Million



Organization of the Pie Chart: The following agencies were combined to make the pie chart more readable.

Employee Benefits/Personnel: Human Resource Management, Safety & Claims Management, and Employee Benefits.

County Executive Offices: County Executive, Office of the Executive, OMB, and BRED

County Council: Board of Appeals, Council Administrator, County Auditor, County Council, Ombudsman/Tax Advisor, and Hearing Examiner, King County Television

Cultural Resources & Art: Cultural Development Fund

Internal Support: Boundary Review Board, Executive Contingency, Internal Support, Salary & Wage Contingency, and State Examiner

Information & Telecommunication: Data Processing, Telecommunications, Printing & Graphic Arts, Cable Communications and I-NET.

Other Executive Services: Executive Administration, Records, Elections & Licensing Services, Recorder's O&M, and Insurance.

Source: Program Plan Summary Page (Found at the end of the section).

P R O G R A M E X P L A N A T I O N S

INTRODUCTION

The General Government program area comprises the major administrative and central support services for King County government. There are a wide variety of agencies represented in this program area. These agencies can be divided into four main categories:

- elected officials (for example, the County Council, County Executive, and Assessor);
- central service agencies that provide a service to other County agencies;
- direct public service agencies; and
- miscellaneous agencies and central reserves.

Approximately 70 percent of the General Government budget is located within internal service funds. Internal Service funds bill other County departments for their services. A sizeable portion of the total General Government budget (approximately 31 percent) is located in the Current Expense Fund. Lesser amounts are budgeted in special revenue funds and enterprise funds.

In total, the 2004 Proposed Budget for General Government is increasing by \$41.5 million or about 11 percent above the level of the 2003 Adopted Budget. The areas of growth are largely in non-Current Expense funds that receive their funding from a variety of internal and external sources. The agencies with significant increases include Risk Management, Employee Benefits, Safety and Workers' Compensation, and the Grants Fund.

Highlights of the General Government program area such as significant program changes, investments in technology and central rate changes are described below.

Significant Program Changes

In order to address the on-going structural deficit in the Current Expense fund, the Executive continues to focus on containing costs without compromising the effectiveness or efficiency of service delivery in internal and direct service agencies. In total, General Government agencies contributed to the balancing of the Current Expense budget by making a net reduction in excess of \$1.2 million through current expense fund reductions and revenue enhancements.

The Proposed Budget for General Government agencies includes \$6.7 million in Transition Fund technology and operating initiatives. The Transition Fund was established to support one-time transitional costs associated with the continued downsizing and reconfiguring of County government. The funded projects will avoid costs or create operational efficiencies that will enable agencies to maintain services at lower costs in the future.

Some of the more significant program changes in General Government include the following:

- The Department of Assessments budget was not subject to reductions in 2004 in order to maximize the ability to capture new construction valuation and add it to the property tax rolls. The 2004 proposed budget continues the pilot program implemented in the 2003 budget without additional underexpenditure or contra requirements in order to support the number of positions required to support new construction appraisal.

GENERAL GOVERNMENT PROGRAM PLAN

- The Facilities Management Division (FMD) will begin implementing recommendations contained in the “Facilities Management Division – An Evaluation of Organizational Structure and Business Practices” report. An effect of this initial implementation is the reduction of positions within the Capital Improvement Program and Construction Crafts group and increasing positions within the management functions of the Director’s office. Overall there is a reduction of 4.5 positions within the Division in 2004. In addition there are a number of facility changes impacting FMD. This includes transitioning the operations of the Regional Communications and Emergency Coordination Center to full operations in 2004, further cost reductions from the closure of the Cedar Hills Alcohol Treatment (CHAT) Facility, and reductions from the closure of the West Wing of the Regional Correctional Facility.
- The Employee Benefits Division will facilitate a collaborative effort between management and labor unions in 2004. The goal of the collaboration is to develop a health care benefits program that balances employee well-being and quality health care, with affordability for both employees and the county. Options for improving employee health and using the power of informed consumerism to drive quality and value in the health care market will be explored.
- The Finance Division will implement initiatives to ensure payroll systems business continuity, standardization of payroll business practices countywide, and strengthening of the data integrity in the existing county payroll systems.
- The Human Resources Division will implement a Human Resources Unification Service Delivery model, revising human resource systems to ensure uniformity and compliance with best practices.
- Current Expense Transfers have been divided from one appropriation unit into five separate appropriation units to more explicitly portray the types of programs supported by Current Expense Fund monies. The new appropriation units will be reported and explained in the budget book section for the program area that includes the transfer recipient agency. The five appropriation units are:
 - General Government Fund Transfers
 - Human Services Fund Transfers
 - Public Health and Emergency Medical Services Fund Transfers
 - Physical Environment Fund Transfers
 - Capital Improvement Program Fund Transfers

Investment in Technology

In 2004, the County will invest in technology that generates savings, avoids future costs, enhances productivity and improves public access. Included within General Government are information technology projects that address the requirements of specific departments as well as projects which address countywide information technology requirements. These countywide projects will be managed by the Office of Information Resource Management (OIRM). Investments in technology within General Government will be made in the following areas:

Countywide Information Technology Initiatives

The 2004 budget includes projects consistent with the County's Strategic Technology Plan and its commitment to resolve identified deficiencies and risks in our current aging technology infrastructure. The 2004 budget continues to address the necessary investments to manage the risk related to security vulnerabilities, business continuity requirements, and improve the County's technology infrastructure to support productivity improvements. In addition the 2004 budget includes projects to develop and implement standards that will reduce the collective costs of operating the County's information technology. These projects include:

- Law, Safety and Justice Integration Program – This project will implement integration "middleware" and deploy it incrementally to facilitate the sharing of data between agencies that comprise the criminal justice process. This program aligns to the LSJ Strategic Integration Plan (dated July 11, 2002), and the LSJ Integration Program Alternatives Strategy and Approach (dated November 5, 2002). Expected cost efficiencies will result from the reduction of redundant data entry and data management. The project will also improve access to information by decision makers during the criminal justice process.
- Business Continuity – This initiative will establish a plan for the technology infrastructure that will prevent business disruption for emergency/disaster and non-emergency situations. This project will begin the process of implementing the requirements defined in a study completed in 2003.
- Information Security and Privacy - The information security and privacy program is a countywide effort to reduce the risk that County information systems operations will be disrupted or incur unplanned costs. The purpose of this countywide project is to secure County information and systems by investing in the required technology, providing training, and implementing policies and procedures.
- Network Infrastructure Optimization - The Network Infrastructure Optimization Program (NIO) is a countywide program designed to improve the efficiency of our network infrastructure(s) from a service, operational, technical, and financial perspective. Expected benefits from this project are:
 - reduction of costs associated with circuits and equipment;
 - improved network support, due to improved network management and more efficient use of network staff;
 - ability of the network to accommodate (or adapt to) future needs;
 - improved versatility, reliability, and security of the network; and
 - better level of service to the departments.
- IT Project Management – This proposal will develop and implement a policy framework for IT program and project management, including role definition, responsibilities and thresholds for requiring project manager certification.

- Countywide IT Asset Management – This project will develop Information Technology asset management policies, will provide training to meet the policies, and will provide the recommended level of information to manage IT assets.
- Constituent Relationship Management – This project will develop an overall business strategy which enables effective management of relationships with constituents. It is expected to reduce response time and improve staff efficiency by utilizing an enterprise-wide automated tool that leverages emerging technology capabilities such as messaging, unified messaging, internet access, data sharing integration, statistical analysis and reporting.

Department Information Technology Initiatives

- Elections Management/Voter Registration System – The Elections Section of REALS will procure and implement an integrated elections management and voter registration system in time for the 2004 fall election. This project will address the need to manage voter and precinct data in a dynamic and flexible system compatible with the existing electronic ballot tabulation system and a statewide voter registration system. The system is expected to generate efficiencies by eliminating technical obstacles that unnecessarily increase complexity.
- ITS Technology Services Mainframe Upgrade - The IBM S/390 Mainframe platform that King County currently utilizes is over six years old, and is currently at the highest Operating System (OS) release that this platform is capable of running (OS/390 V2R10). IBM is discontinuing support for this system as of September 2004. Since maintenance costs for the current system are increasing as the equipment gets older, analysis shows that replacement of this system will be less expensive.
- Asset Management System for Countywide Network & Infrastructure Equipment - ITS will implement an asset management system to support network infrastructure equipment replacement. The value of the enterprise-wide equipment managed by ITS exceeds \$4.4 million. The asset management system will reduce the total cost of ownership by eliminating costs associated with duplication of assets and ensuring that all assets are utilized appropriately.
- ITS Telecommunications Billing System Improvements - Implementation of new software is expected to reduce the labor costs associated with processing telecom vendor invoices by eliminating the amount of dual-entry and “re-work” that is part of the current system. In addition, the system is expected to improve the content and quality of the monthly billing summaries sent to the County's telecom coordinators. This will provide the County's telecom coordinators a more useful tool for tracking and managing their telecom resources.
- Facilities Management Division Real Estate Portfolio Management - The real estate portfolio management system will centralize the County's real property asset management. This will improve efficiency and effectiveness of portfolio management; provide more timely response to inquiries about individual County owned parcels; and enhance

GENERAL GOVERNMENT PROGRAM PLAN

acquisition, disposition, leasing, and other business activities.

- Human Resources Consolidated Data Warehouse - This project will create a single repository of reliable, accurate and secure Human Resource data for decision-making and overall management.
- Department of Executive Services Administration Technology Unification Project – This project will develop and implement a recommended strategy for organization of technology functions within the Executive Branch of County government. Savings associated with this project will result in reducing redundancy and deploying standards throughout the Executive Branch.
- Business Continuity Plan for Data Center Operations - This business continuity project will provide an analysis of the requirements to continue service through an alternative data site. Services that are dependent upon the data center include, but are not limited to, the following: County payroll and financial systems, voter registration, jail bookings, and property taxes.
- REALS Recorders O&M Equipment Replacement - This equipment replacement project will assure that the benefits achieved through the investment in the Open Access Recording System are maintained. The project will ensure that the equipment will continue to meet the business needs by leveraging technology to increase efficiencies and quality of service.

Central Rate Changes

Several of the General Government agencies are Internal Service Funds that recover the costs of their operations by charging other County funds. A concerted effort was made to hold down the costs of these central services in the current budget as well as in future years. Strategies employed by the Internal Service agencies include: reductions in administrative and direct service costs; realignment of current budgeted resources; rebate of accumulated fund balance; and prudent investments in technology and operating initiatives that will strengthen current business practices and improve efficiency. In some cases though, service costs are driven by outside market forces that are unavoidable. Significant increases are proposed for Employee Benefits, Facilities Management and Risk Management.

The following is a brief summary of the major internal service rates and other centrally charged overhead rates.

- ITS – Telecommunications – For the 2004 Proposed Budget, ITS Telecommunications is using the same rate methodology as used for the 2003 Adopted Budget. The 2004 Proposed Telecommunications overhead rates were reduced by \$114,752 from the 2003 Adopted level. This reduction reflects the maturity of an annual bond payment during 2003. The 2003 Proposed Telecommunications Services rate for direct services and cell phone is reduced by \$460,531 or (6.5 percent) from the 2003 Adopted Budget level. This reduction is the result of lower cell phone rates negotiated in 2003 and lower telephone service rates in 2004.
- Radio Services – The Radio Communications Section (RCS) within the Information and

GENERAL GOVERNMENT PROGRAM PLAN

Telecommunications Services Division operates the County's 800 MHz radio system. RCS bills other County agencies for costs associated with servicing and replacing the radios used by agencies. The 2004 radio combined rates changed by \$103,068 or 5 percent from the 2003 adopted level. Rates charged per radio were held to a 2 percent cap for 2004. The increase in combined rates reflects increased utilization.

- Facilities Management Operations and Maintenance (O&M) – this charge reflects the costs of County General Government buildings operated by the Division. The charges are assessed on a per square foot basis, and each building has a unique rate. The 2004 rates have been increased by \$2,829,394 or 13.5 percent over the 2003 adopted amount. In addition to the impact of normal salary and operating cost increases, the Internal Service fund rate increase for facilities is the result of an adjustment for a one-time rebate of \$864,000 to CX agencies and a one-time rebate of \$541,291 to non-CX/private agencies in 2003, the full year impact of the new regional emergency operations building, the shift of costs of six security positions to the rate model, and a projected 5 percent increase in utilities cost.
- Flex Benefits - The County has a flexible benefit package which offers employees several options for coverage and providers. All of the benefit costs are accounted for in the Employee Benefits Fund, which then recovers its costs through a single standard monthly rate charged to agencies for each eligible employee. The standard rate charged in 2003 was \$798 per employee per month. The standard rate for the 2004 Proposed budget is \$951 per employee per month, which equates to a 19.2 percent increase. The increase is attributable to projected utilization, a higher proportion of enrollment in the County's self insured program than anticipated in the 2003 projection, and an increase of \$4.8 million in the required Incurred But Not Reported (IBNR) reserve level.
- Safety & Claims Management -- The cost of Workers Compensation, including medical payments, time loss wages, disability benefits, excess insurance premiums and state fees, are billed out to agencies through a rate based on the number of projected hours worked by employees. For the 2004 Proposed Budget, there was an increase of \$2,039,908, or 9.5 percent, over the total 2003 Adopted Budget rate. The increase is due mostly to higher medical costs, time loss wages, and state fees. Out year costs are expected to rise, especially due to a higher than anticipated premium for excess insurance coverage. Safety and Claims has worked to decrease claims through proactive measures decreasing workplace injuries.
- Risk Management -- The cost of insurance services, both premiums on insurance policies and actual claims costs, are billed back to the affected agencies by the Insurance Internal Service fund. For the 2004 Proposed Budget, this rate has increased \$1,413,385 or 6.4 percent, from the 2003 Adopted Budget. The increase is due to increased self insured claim loss history and a volatile insurance premium market resulting from an adverse investment environment and recent catastrophic events.
- Current Expense (CX) Overhead – The costs of several Current Expense fund agencies that provide services countywide are recovered through a Current Expense Overhead Plan. The Current Expense agencies or services included in this plan are the Council agencies, Executive Offices, Budget Office, Human Resources, Emergency Management,

Department of Executive Services (DES) Administration, State Auditor, bus pass subsidy, building occupancy charges, mail services, asset management services, and records management services. Charges for Current Expense services have increased by a total of \$955 thousand or 3.4 percent from the 2003 adopted level (including adjustments in the Second Quarter Omnibus). Moving the Parks Division out of the Current Expense fund accounts for \$600,000 of the increase in charges. In prior years, Parks was allocated a portion of CX overhead charges but was not charged since they are part of the CX fund. 2004 will be the first year that Parks will be charged their portion of CX overhead. Without the increase attributable to the Parks change the increase in CX charges is \$355 thousand or 1.3 percent from the 2003 level.

- **Countywide Technology Projects Charge** - A new one-time rate has been established in 2004 to fund OIRM CIP. This rate provides for the allocation of costs to Non-CX agencies for OIRM managed countywide information technology projects in 2004. This rate was developed and allocated based on FTEs in the various appropriation units. The total amount allocated through this rate is \$2,440,460.
- **ITS – Technology Services** – The Information and Telecommunications Services (ITS) Division charges for the data processing and technology services it provides to every County agency. This includes maintaining the County's wide area network, system development assistance and systems operations. For the 2004 Proposed Budget, the methodology used to determine the ITS-Technology Services rates is fundamentally similar to the methodology used in the development of the 2003 Adopted Budget. Rates are the result of allocating sets of costs associated with discrete services to the users of those services. Some rate buckets are allocated on the basis of service level agreements negotiated with each client agency. As in the 2003 Adopted Budget, O & M analyst hour rates have been derived from work estimates negotiated with customer agencies and documented with service level agreements. Most overhead and administrative costs are applied to the FTE and mailbox rate buckets. The 2004 ITS technology infrastructure rates have changed by \$845,616 or 7.9 percent from the 2003 Adopted Budget level. Of this increase, \$538,400 or 5 percent will be included as part of the IT equipment replacement reserve.
- **Financial Services** - Financial services cover a broad array of activities including accounts payable, accounts receivable, payroll processing, benefits and retirement services, financial system operations, financial reporting, procurement, treasury functions, and contracts and construction support. The Treasury Division passes on its costs to the Current Expense fund and other County funds that levy property taxes. The Finance and Business Operations Division (FBOD) implemented a new rate methodology. This methodology includes 18 separate direct service cost pools in 2002. For the 2004 Proposed Budget, the FBOD has slightly modified their rate model to separate collections enforcement from the accounts receivable cost pool. In total, Finance rate charges have increased 4.4 percent compared to the 2003 Adopted Budget level. This does not include the budget neutral benefits transfer request and the receipt of CX Transition Funds

GENERAL GOVERNMENT PROGRAM PLAN

funding. For CX agencies, the rates have stayed within a 2.5 percent target rate cap. A component of the rate stabilization is a rebate of fund balance of almost \$1.6 million.

- **Limited Tax General Obligation (LTGO) Debt Insurance** - King County issues LTGO bonds on behalf of many of the non-Current Expense funds. The “full faith and credit of the County” secure these bonds, which means that the County pledges to levy property taxes sufficient to provide the revenue necessary for the repayment of bonds. This assurance to bond holders, combined with the County’s high bond rating results in lower interest rates charged to the non-current expense funds. Lower interest rates result from the Current Expense fund’s acceptance of a certain level of risk. This involves the assumption that the non-Current Expense revenue stream (whether or not specifically pledged) will be inadequate and will be “underwritten” or covered by the Current Expense fund. The 2004 proposed budget includes charges reflecting the estimated interest rate benefit of 0.25 percent. The charge calculated on remaining principal balance of new and existing debt is 0.125 percent, or half of the benefit, provided that the resulting charge is greater than \$10,000. The total proposed charge is assessed to the following agencies is \$663,724: Wastewater, \$445,075; Transit, \$159,406; Solid Waste, \$37,118; and Surface Water Management, \$22,125.
- **Long-term Leases** - Long-term lease rates are driven by market rates. These rates have been moderated by the high vacancy rates that currently exist in the region’s commercial real estate market. Long-term lease rates increased by just under \$200 thousand, or less than 1 percent as compared to the 2003 Adopted Budget level.
- **PERS and LEOFF Retirement Rate** – In 2003, the State Legislature enacted retirement rates which are in effect through June 2005. The Proposed budget reflects an employer contribution rate of 1.40 percent for PERS and an employer contribution rate of 3.25 percent for LEOFF 2. These rates are lower than the rates assumed in the 2003 Adopted Budget and result in an overall decrease of almost \$1.5 million or 11 percent from the 2003 budgeted amount.

Assessments

ASSESSMENTS

Mission

Assessments

We are fully committed to serving the citizens of King County by providing fair, equitable and understandable property valuations, forming the basis for the funding of public services.

ISSUES AND PRIORITIES

The primary focus of the Assessor's budget is to continue the commitment to taxpayer fairness and equity, and ensure continued compliance with State legislation passed in 1997.

GENERAL GOVERNMENT PROGRAM PLAN

Assessments 0010/0670

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	16,089,781	229.00	0.00
	<i>Status Quo **</i>	289,167	0.00	0.00
	Status Quo Budget	16,378,948	229.00	0.00
Code/ Item# Description				
	Contra Add Back	750,000		
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(4,351)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	24,752	0.00	0.00
CR08	Technology Services Infrastructure Charge	(4,098)	0.00	0.00
CR09	Geographic Information Systems Charge	(15,389)	0.00	0.00
CR11	Telecommunications Services	6,142	0.00	0.00
CR12	Telecommunications Overhead	137	0.00	0.00
CR13	Motor Pool Usage Charge	674	0.00	0.00
CR14	Facilities Management Space Charge	(43,425)	0.00	0.00
CR25	Financial Services Charge	16,594	0.00	0.00
CR26	Retirement Rate Adjustment	(143,026)	0.00	0.00
CR31	Cell Phone and Pager Services	(35)	0.00	0.00
CR35	1.25% Underexpenditure	(9,363)	0.00	0.00
CR39	COLA Adjustment	(58,658)	0.00	0.00
		(230,046)	0.00	0.00
	2004 Proposed Budget	16,898,902	229.00	0.00
	% Change over Status Quo	3.17%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

The 2004 Executive Proposed Budget for the Department of Assessments is \$16,898,902 and includes funding for 229.0 FTEs. The Assessments budget was not subject to reductions in 2004 in order to maximize the ability to capture new construction valuation and add it to the property tax rolls.

Technical Adjustments

Central Rate Adjustments – (\$230,046). A net reduction in central rates is reflected in the 2004 Proposed Budget. Significant reductions occurred in retirement rates and COLA. The Facilities Management space charge also declined as a result of more efficient use of space following completion of a remodeling project.

Council Agencies

COUNCIL AGENCIES

Mission
Council Agencies

The thirteen-member elected Metropolitan County Council is the policy determining body of the County and exercises all legislative powers authorized under the King County Charter, including adoption and enactment of ordinances, levy of taxes, appropriation of funds, establishment of compensation levels for County employees, and organization of administrative offices and executive departments.

ISSUES AND PRIORITIES

In addition to its legislative duties, the Metropolitan King County Council has five separate sections that perform daily functions.

The Council Administrator provides general support to the Council through administration of the legislative branch budget and general oversight of legislative offices. Within this section is the Council's central staff who analyze proposed legislation, handle legal and policy issues, and conduct long-term special studies.

The Clerk of the Council is responsible for processing legislation and other official County

records, including preparation of Council agendas.

The Hearing Examiner conducts quasi-judicial public hearings on land use applications and on appeals of administrative orders and decisions, prepares reports of all hearings, and makes recommendations and decisions on the matters heard.

The Council Auditor conducts performance and financial audits and special studies of County departments, agencies and programs to assist the Metropolitan King County Council in its oversight of the effectiveness and efficiency of County government operations.

The Ombudsman-Tax Advisor's Office investigates complaints against King County administrative agencies, makes recommendations for improvements based on these investigations, and provides information and referral assistance to the public. The Tax Advisor provides advice to the public on property tax law and the appropriate procedures to appeal property tax re-evaluations.

The Board of Appeals provides a fair and impartial hearing process for appeals of personal and real property valuations for tax assessment purposes and of various business license decisions and animal control orders.

King County Civic Television provides citizen accessibility to view Council proceedings from their homes.

GENERAL GOVERNMENT PROGRAM PLAN**County Council 0010/0010**

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	5,461,293	64.00	0.00
	<i>Status Quo **</i>	340,548	0.00	0.00
	Status Quo Budget	5,801,841	64.00	0.00
Code/ Item# Description	Contra Add Back		0	
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(1,144)	0.00	0.00
CR08	Technology Services Infrastructure Charge	582	0.00	0.00
CR09	Geographic Information Systems Charge	(2,257)	0.00	0.00
CR13	Motor Pool Usage Charge	(4,288)	0.00	0.00
CR15	Insurance Charges	(54,198)	0.00	0.00
CR25	Financial Services Charge	4,570	0.00	0.00
CR26	Retirement Rate Adjustment	(53,116)	0.00	0.00
CR35	1.25% Underexpenditure	1,549	0.00	0.00
CR39	COLA Adjustment	(14,033)	0.00	0.00
		(122,335)	0.00	0.00
	2004 Proposed Budget	5,679,506	64.00	0.00
	% Change over Status Quo	-2.11%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Council Administration 0010/0020

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	6,457,622	57.00	2.00
	<i>Status Quo **</i>	(433,807)	0.00	0.00
	Status Quo Budget	6,023,815	57.00	2.00
Code/ Item# Description	Contra Add Back	900,000		
Administrative Service Reductions				
AS01	Administrative Service Reduction	(500,000)	0.00	0.00
		(500,000)	0.00	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(1,121)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	13,716	0.00	0.00
CR08	Technology Services Infrastructure Charge	(3,202)	0.00	0.00
CR11	Telecommunications Services	(5,496)	0.00	0.00
CR12	Telecommunications Overhead	137	0.00	0.00
CR13	Motor Pool Usage Charge	7,078	0.00	0.00
CR14	Facilities Management Space Charge	53,155	0.00	0.00
CR25	Financial Services Charge	(2,775)	0.00	0.00
CR26	Retirement Rate Adjustment	(56,541)	0.00	0.00
CR31	Cell Phone and Pager Services	(7,503)	0.00	0.00
CR35	1.25% Underexpenditure	(5,000)	0.00	0.00
CR39	COLA Adjustment	(23,054)	0.00	0.00
		(30,606)	0.00	0.00
2004 Proposed Budget		6,393,209	57.00	2.00
% Change over Status Quo		6.13%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Hearing Examiner 0010/0030

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>536,552</i>	<i>5.00</i>
		<i>Status Quo **</i>	<i>15,124</i>	<i>0.00</i>
		Status Quo Budget	551,676	5.00
Code/ Item#	Description			
	Contra Add Back		0	
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(114)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(7)	0.00	0.00
CR08	Technology Services Infrastructure Charge	19	0.00	0.00
CR22	Long Term Leases	11,281	0.00	0.00
CR25	Financial Services Charge	662	0.00	0.00
CR26	Retirement Rate Adjustment	(4,844)	0.00	0.00
CR35	1.25% Underexpenditure	(64)	0.00	0.00
CR36	Property Services Lease Administration Fee	124	0.00	0.00
CR39	COLA Adjustment	(1,974)	0.00	0.00
		5,083	0.00	0.00
	2004 Proposed Budget	556,759	5.00	0.00
	% Change over Status Quo		0.92%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Council Auditor 0010/0040

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	1,046,174	11.00	0.00
	<i>Status Quo **</i>	7,243	0.00	0.00
	Status Quo Budget	1,053,417	11.00	0.00
Code/ Item# Description	Contra Add Back		0	
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(209)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(223)	0.00	0.00
CR08	Technology Services Infrastructure Charge	43	0.00	0.00
CR11	Telecommunications Services	47	0.00	0.00
CR12	Telecommunications Overhead	25	0.00	0.00
CR25	Financial Services Charge	1,045	0.00	0.00
CR26	Retirement Rate Adjustment	(9,986)	0.00	0.00
CR35	1.25% Underexpenditure	158	0.00	0.00
CR39	COLA Adjustment	(4,083)	0.00	0.00
		(13,183)	0.00	0.00
	2004 Proposed Budget	1,040,234	11.00	0.00
	% Change over Status Quo	-1.25%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Ombudsman/Tax Advisor 0010/0050

Program Area		Expenditures	FTEs *	TLTs
GG				
<i>2003 Adopted</i>		714,332	9.00	0.00
<i>Status Quo **</i>		93,836	0.00	0.00
Status Quo Budget		808,168	9.00	0.00
Code/ Item#	Description			
	Contra Add Back		0	
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(171)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(244)	0.00	0.00
CR08	Technology Services Infrastructure Charge	(183)	0.00	0.00
CR11	Telecommunications Services	(1,809)	0.00	0.00
CR12	Telecommunications Overhead	27	0.00	0.00
CR14	Facilities Management Space Charge	(1,725)	0.00	0.00
CR25	Financial Services Charge	149	0.00	0.00
CR26	Retirement Rate Adjustment	(7,830)	0.00	0.00
CR31	Cell Phone and Pager Services	8	0.00	0.00
CR35	1.25% Underexpenditure	188	0.00	0.00
CR39	COLA Adjustment	(3,187)	0.00	0.00
		(14,777)	0.00	0.00
2004 Proposed Budget		793,391	9.00	0.00
% Change over Status Quo			-1.83%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

King County Civic Television 0010/0060

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>562,899</i>	<i>7.00</i>
		<i>Status Quo **</i>	<i>25,108</i>	<i>0.00</i>
		Status Quo Budget	588,007	7.00
Code/ Item#	Description			
	Contra Add Back		0	
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(133)	0.00	0.00
CR08	Technology Services Infrastructure Charge	(197)	0.00	0.00
CR25	Financial Services Charge	(52)	0.00	0.00
CR26	Retirement Rate Adjustment	(4,361)	0.00	0.00
CR35	1.25% Underexpenditure	82	0.00	0.00
CR39	COLA Adjustment	(1,819)	0.00	0.00
		(6,480)	0.00	0.00
	2004 Proposed Budget	581,527	7.00	0.00
	% Change over Status Quo		-1.10%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Board of Appeals 0010/0070

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	511,417	4.00	0.00
	<i>Status Quo **</i>	21,360	0.00	0.00
	Status Quo Budget	532,777	4.00	0.00
Code/ Item# Description	Contra Add Back		0	
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(76)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(846)	0.00	0.00
CR08	Technology Services Infrastructure Charge	125	0.00	0.00
CR11	Telecommunications Services	61	0.00	0.00
CR12	Telecommunications Overhead	9	0.00	0.00
CR14	Facilities Management Space Charge	31,858	0.00	0.00
CR25	Financial Services Charge	456	0.00	0.00
CR26	Retirement Rate Adjustment	(3,136)	0.00	0.00
CR35	1.25% Underexpenditure	(339)	0.00	0.00
CR39	COLA Adjustment	(1,305)	0.00	0.00
		26,807	0.00	0.00
	2004 Proposed Budget	559,584	4.00	0.00
	% Change over Status Quo		5.03%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

The Legislative Branch agencies' funding, as included in the 2004 Proposed Budget, totals \$15,604,210. There are 157.0 FTEs and 2.0 TLTs positions proposed for the Legislative Branch.

The 2004 Proposed Budget for the Council agencies represents the 2003 adopted appropriation level adjusted for salary and benefit changes, central rate adjustments and administrative service reductions.

Significant Program Reductions

Administrative Services Reductions – (\$500,000) The Legislative Branch Proposed Budget includes a \$500,000 contra reduction to be allocated as an administrative service reduction.

Technical Adjustments

Central Rate Adjustments – (\$155,491). A net reduction in central rates is reflected in the proposed budget. Significant reductions occurred in retirement rates and COLA.

County Executive

COUNTY EXECUTIVE

Mission

County Executive

To provide strategic direction for all governmental activities; to ensure prudent management of all County resources and stewardship of all funds; to protect the public trust and strive to deliver necessary services and approved activities; to execute and enforce all ordinances and State statutes within the County and to prepare and present comprehensive plans for the present and future development of the County.

ISSUES AND PRIORITIES

The Executive provides regional leadership on critically important issues facing our region, ranging from public health and safety and growth management to transportation, vital records, affordable housing, elections, the environment and many others. In 2004, the Executive and County departments will continue to focus on maximizing the efficiency and effectiveness of King County's programs. With limited financial resources, the goal continues to be providing the most cost effective service delivery while continuing and expanding key efficiencies in all areas of government. Overall, the leadership of the Executive and his staff aims to keep King

County the best place in the world in which to live, work and play for all 1.8 million residents.

GENERAL GOVERNMENT PROGRAM PLAN

County Executive 0010/0110

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>263,660</i>	<i>2.00</i>
		<i>Status Quo **</i>	<i>16,379</i>	<i>0.00</i>
		Status Quo Budget	280,039	2.00
Code/ Item#	Description			
	Contra Add Back		0	
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(38)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	1,314	0.00	0.00
CR08	Technology Services Infrastructure Charge	8	0.00	0.00
CR25	Financial Services Charge	313	0.00	0.00
CR26	Retirement Rate Adjustment	(3,205)	0.00	0.00
CR35	1.25% Underexpenditure	26	0.00	0.00
CR39	COLA Adjustment	(464)	0.00	0.00
		(2,046)	0.00	0.00
	2004 Proposed Budget	277,993	2.00	0.00
	% Change over Status Quo		-0.73%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

County Executive

Technical Adjustments

Central Rate Adjustments – (\$2,046). A net reduction in central rates is reflected in the 2004 Proposed Budget. Significant reductions occurred in retirement rates and COLA, with an increase in Technology Services operations and maintenance.

GENERAL GOVERNMENT PROGRAM PLAN

Office of the Executive 0010/0120

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	2,732,717	25.00	0.00
	<i>Status Quo **</i>	242,348	0.00	0.00
	Status Quo Budget	2,975,065	25.00	0.00
Code/ Item# Description	Contra Add Back	177,000		
Administrative Service Reductions				
AS01	Administrative Staff Reduction	(79,806)	(1.00)	0.00
		(79,806)	(1.00)	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(475)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(1,531)	0.00	0.00
CR08	Technology Services Infrastructure Charge	(632)	0.00	0.00
CR11	Telecommunications Services	(789)	0.00	0.00
CR12	Telecommunications Overhead	(18)	0.00	0.00
CR13	Motor Pool Usage Charge	2,744	0.00	0.00
CR14	Facilities Management Space Charge	55,799	0.00	0.00
CR25	Financial Services Charge	530	0.00	0.00
CR26	Retirement Rate Adjustment	(26,736)	0.00	0.00
CR31	Cell Phone and Pager Services	(2,055)	0.00	0.00
CR35	1.25% Underexpenditure	(2,061)	0.00	0.00
CR39	COLA Adjustment	(12,131)	0.00	0.00
		12,645	0.00	0.00
2004 Proposed Budget		3,084,904	24.00	0.00
% Change over Status Quo		3.69%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Office of the Executive

Significant Program Reductions

Elimination of Communication Specialist – (\$79,806)/(1.00 FTE). Reduces one communication specialist position responsible for web design.

Central Rate Adjustments – \$12,645. A net increase in central rates is reflected in the proposed budget. A significant increase occurred in the Facilities Management Space Charge, which was partially offset by reductions in retirement rates and COLA.

GENERAL GOVERNMENT PROGRAM PLAN

Office of Management and Budget 0010/0140

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	4,205,629	41.00	1.50
	<i>Status Quo **</i>	65,820	1.00	(1.50)
	Status Quo Budget	4,271,449	42.00	0.00
Code/ Item# Description				
	Contra Add Back	273,000		
	Administrative Service Reductions			
AS01	Administrative Reductions, 2 Analyst Positions	(273,000)	(2.00)	0.00
		(273,000)	(2.00)	0.00
	Program Change			
PC01	JJOMP Research Analyst	0	0.00	1.00
PC03	Internal Audit Position	0	1.00	0.00
		0	1.00	1.00
	Transition Fund			
TF30	Annexation Public Outreach	185,000	0.00	0.00
		185,000	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(779)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(7,530)	0.00	0.00
CR08	Technology Services Infrastructure Charge	(122)	0.00	0.00
CR09	Geographic Information Systems Charge	(16,049)	0.00	0.00
CR11	Telecommunications Services	(3,096)	0.00	0.00
CR12	Telecommunications Overhead	(389)	0.00	0.00
CR13	Motor Pool Usage Charge	(280)	0.00	0.00
CR14	Facilities Management Space Charge	1,670	0.00	0.00
CR25	Financial Services Charge	(18,094)	0.00	0.00
CR26	Retirement Rate Adjustment	(39,728)	0.00	0.00
CR31	Cell Phone and Pager Services	(4)	0.00	0.00
CR35	Underexpenditure adjustment	(1,033)	0.00	0.00
CR39	COLA Adjustment	(17,958)	0.00	0.00
		(103,392)	0.00	0.00
	2004 Proposed Budget	4,353,057	41.00	1.00
	% Change over Status Quo	1.91%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Office of Management and Budget

Administrative Reductions

Eliminate Two Analyst Positions – (\$273,000)/(2 FTEs). Administrative reductions were made, eliminating two vacant analyst positions; one budget analyst and one policy analyst. In addition, salary corrections and miscellaneous accounts were adjusted to realign funding to meet current priorities.

Program Changes

Juvenile Justice Operational Master Plan (JJOMP) Research Analyst – \$0/1.00 TLT. A term-limited Research Analyst will provide expertise to perform critical data extraction and analysis support to the JJOMP project. This position is completely revenue backed by JJOMP capital and grant funds.

Internal Audit Position - \$0/1.00 FTE. This additional auditor position provides resources to enable Executive Audit Services to focus on major contracts and other areas where the County incurs material costs. These areas have typically received inadequate audit attention in the past due to staffing levels. This position is fully revenue backed from charges to agencies in which audit work will be performed.

Transition Fund Initiatives

Annexation Public Outreach - \$185,000. This transition initiative funds a project manager, negotiator, public relations and community outreach efforts and miscellaneous expenditures related to the effort to spur annexations and incorporations of urban unincorporated areas in the county.

Technical Adjustments

Central Rate Adjustments – (\$103,392). A net reduction in central rates is reflected in the proposed budget. Significant reductions occurred in Geographic Information Systems, Financial Services, retirement rates and COLA.

GENERAL GOVERNMENT PROGRAM PLAN

Business Relations & Economic Development 0010/0180

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	2,330,333	15.50	1.00
	<i>Status Quo **</i>	(163,842)	1.00	(1.00)
	Status Quo Budget	2,166,491	16.50	0.00
Code/ Item# Description				
	Contra Add Back	150,000		
	Administrative Service Reductions			
AS01	Administrative Service Reduction	(26,274)	0.00	0.00
AS02	Change in BDCC collections (Rev-in-Lieu \$220,920)	0	0.00	0.00
		(26,274)	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(323)	0.00	0.00
CR08	Technology Services Infrastructure Charge	1,160	0.00	0.00
CR11	Telecommunications Services	4,339	0.00	0.00
CR12	Telecommunications Overhead	837	0.00	0.00
CR13	Motor Pool Usage Charge	(1,335)	0.00	0.00
CR14	Facilities Management Space Charge	1,669	0.00	0.00
CR25	Financial Services Charge	(11,422)	0.00	0.00
CR26	Retirement Rate Adjustment	(15,206)	0.00	0.00
CR35	1.25% Underexpenditure	(1,256)	0.00	0.00
CR39	COLA Adjustment	(6,240)	0.00	0.00
		(27,777)	0.00	0.00
	2004 Proposed Budget	2,262,440	16.50	0.00
	% Change over Status Quo	4.43%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Office of Business Relations and Economic Development

Revenue-in-Lieu of Reductions

Change in Revenue Collection Methodology - \$220,920 revenue-in-lieu. This proposal revises the cost allocation model for Business Development and Contract Compliance (BDCC). In past years, BDCC costs were recouped from County agencies through the CX overhead model using adjusted operating expenditures. The new model allocates charges to departments based on the number and complexity of contracts BDCC manages. Costs will still be collected via the CX overhead charge.

Administrative Reductions

Administrative Reduction– (\$26,274). Additional administrative operating account reductions of \$26,274 are included in the 2004 Proposed Budget.

Technical Adjustments

Central Rate Adjustments – (\$27,777). A net reduction in central rates is reflected in the proposed budget. Significant reductions occurred in Financial Services, retirement rates and COLA.

Executive Services

[Link to Executive Services Organizational Chart, 33 KB](#)

EXECUTIVE SERVICES

Mission

Executive Services

To provide King County agencies, municipalities and the public with high quality, general government services.

ISSUES AND PRIORITIES

The Department of Executive Services (DES) provides nearly all internal services to King County government and a variety of public services to its citizens. This department has just over 1,000 employees, with an overall operating budget in excess of \$350 million. The department's functions include: Information and Telecommunications Services; Records, Elections, and Licensing Services; Human Resources; Facilities Management and Finance and Business Operations. It also includes the Offices of Risk Management, Civil Rights, and Emergency Management.

Information and Telecommunications Services (ITS) Division:

The ITS Division manages the following technology functions for the County:

- Enterprise level information and technology infrastructure
- County data center
- Business applications
- Local area network
- Desktop services
- Application and data servers
- County wireless communications systems
- Cable franchises
- Telecommunications services and equipment contracts
- Graphic design and production services

The division's goals are focused on providing excellent customer service at competitive rates; partnering with other County agencies to support a wide range of business needs; acting as a steward for the County's computing infrastructure, helping to support a robust, reliable, cost-effective computing environment; and modifying and improving ITS business processes to improve efficiency and effectiveness.

ITS has identified the following major initiatives for 2004:

- Enterprise Technology Infrastructure Equipment Asset Management - ITS will acquire an asset management system as a tool to track inventory, maintenance and repair history, equipment location, and purchase information. This information is necessary to support the efficient and effective management of countywide technology assets.
- Mainframe Upgrade - The current mainframe operating system will not be supported by the vendor after 2004 and will be upgraded to a supported system. Several key applications such as County financial systems, election support and jail support are housed on the mainframe.
- Telecom Billing System Improvements - Enhancements will allow the direct data download from 32 telecom vendors to the ITS billing system. This process will improve the content and quality of the monthly billing. This will enable agencies to manage their telecom resources efficiently and will reduce ITS administrative costs associated with this billing activity.
- Migration to Windows Active Directory - Windows NT will become obsolete at the end of 2004. Upgrading to current operating systems will create a single, countywide database of employees, computers and servers. This will greatly simplify and reduce the expense of managing County employees' computer access and provide a platform for improved security.
- I-Net Operations - I-Net will complete the final transition from capital project to operation. I-Net

GENERAL GOVERNMENT PROGRAM PLAN

will continue its effort to increase market penetration, maintain, and strengthen its operation and financial viability. I-Net received recognition in 2003 from the National Association of Counties as an innovative and meritorious program and has been nominated for a Harvard University/Ford Foundation Innovations in Government award.

Records, Elections and Licensing Services Division:

The Records, Elections and Licensing Services Division will continue to focus on its core business functions with an emphasis on increasing public access to Division services; promoting and facilitating compliance with laws and regulations to ensure voter enfranchisement, public safety and animal welfare; and using technology and other means to provide high-quality, responsive customer service at reasonable costs.

- The Elections Section will focus first and foremost on enhancing public confidence in the Elections Office. As a part of that commitment, a new election management and voter registration system will be implemented to generate efficiencies and eliminate technical obstacles that unnecessarily increase complexity. The year 2004 is a Presidential election year. This means that election activity and the demand for service will be at a peak. To address the increased activity, the 2004 budget includes resources for additional seasonal staff as well as increases in supplies and services. The spring election cycle is expected to be highlighted by a countywide Presidential Preference Primary in March. Elections in February, April and May are anticipated as well. The primary and general election in 2004, part of an even-year cycle, will involve elections from an estimated five to 14 jurisdictions.
- The e-commerce project in the Animal Services Section will permit on-line purchases and renewals of pet licenses. The Division is proposing an increase in animal control fees to more closely match animal service revenues to the resources required to maintain the program.
- The Recorder's Office will continue to increase efficiencies as the final phases of the Open Access Recorder's System (OARS) are completed. This project will benefit business customers such as banks and title companies, by allowing electronic recording of documents that previously required paper transactions. Other "smart technologies" will automate the indexing process thus reducing or eliminating a long-time backlog. The Recorder's Office will also be involved with other County agencies in reviewing privacy issues relating to public documents.

Office of Risk Management:

The Office of Risk Management (RISK) will continue to administer the County's insured and self-insured property and casualty program, provide quality risk management services to County agencies and adjust citizen claims in a fair and timely manner. The proactive loss prevention and loss control program will continue to support agency-specific and countywide efforts to reduce and prevent exposures to losses. Risk will also continue to assist the Human Resources Division with web-based employment law training modules for County employees.

Office of Civil Rights:

The Office of Civil Rights (OCR) enforces County ordinances prohibiting discrimination in housing, employment, public accommodations and contracting in unincorporated King County, and in the County's employment function. The office also works to ensure that County government programs, services and facilities are accessible to people with disabilities and are non-discriminatory. In 2004, OCR will partner with the Seattle Office for Civil Rights to investigate mortgage-lending discrimination in the County.

Finance and Business Operations Division (FBOD):

The major 2004 budget initiatives for Finance and Business Operations are as follows:

GENERAL GOVERNMENT PROGRAM PLAN

- Accounts Receivable/Collection Enforcement (AR/CE) unit will discontinue providing services to the King County District Courts as the court assumes responsibility for the function. Collection Enforcement services will also acquire new customers including the Departments of Development and Environmental Services and Judicial Administration.
- In alignment with the Finance Division equipment replacement plan, the 2004 budget includes funding to replace two high-speed remittance processors in the Treasury Operations Section. In addition to funding equipment replacement, the financial plan includes a reserve that supports the equipment replacement plan and provides funding for replacement of important equipment in a timely manner.
- The 2004 Proposed Budget includes an initiative to provide payroll system continuity in the event of a major disruption of current capabilities. This proposal will enable FBOD to continue to produce pay warrants in such an event, fund the initial setup of such a system and provide a supply of warrant stock for an off-site facility.
- MSA Standardization - Included as part of the 2004 Budget is a Transition Fund initiative which will significantly increase the completeness, accuracy and timeliness of information contained in the County's MSA payroll system.
- Payroll Improvement Project - The goal of this Transition Fund project is to standardize payroll business processes across the County. This project will develop and improve policies, procedures and training programs promoting a unified approach to payroll administration.

Human Resources Management Division:

The following are HRD's key objectives and milestone issues for 2004:

- Continue implementation of the HR Unification Service Delivery model and revision/update of human resource systems to ensure countywide compliance.
- Negotiate 2006 through 2008 benefits package with union representatives.
- Negotiate successor agreements for 45 collective bargaining agreements expiring in 2003/2004 and negotiate initial contracts for 9 newly formed units.
- Coordinate countywide reductions in force and administer recall program for employees displaced by 2003/2004 budget reductions; ensure adequate systems are in place for future layoffs and recall efforts for 2004 and beyond.
- Update the existing Disability Accommodation in Employment policy, and develop and implement a temporary duty accommodation policy. These two policies will provide the framework to update and unify accommodation practices.

Facilities Management Division:

The Facilities Management Division will implement recommendations presented in the Facilities Management Division reorganization report, respond to any heightened levels of national security and special requests related to the Federal Homeland Security programs.

GENERAL GOVERNMENT PROGRAM PLAN

During 2004 the division plans the following activities:

- Implementing enhanced inter-departmental coordination and legislative involvement in real estate decisions.
- Implementing a new real estate portfolio management system and program.
- Implementing flexible budgeting and new reporting requirements for the Major Maintenance Program.
- Implementing a new organization structure for the Building Services Section that will improve accountability and delivery of services related to building operations.
- Implementing a new maintenance management system and work order system to more effectively manage the delivery of building operations services within County buildings.
- Implementing tenant service agreements designed to make the Division accountable for janitorial and maintenance services rendered to tenants of County buildings.
- Creating a new major franchise unit responsible for more effectively working with utilities and other private sector commercial entities desiring use of the County rights-of-way.
- Finalizing development of an improved legal framework for right-of-way construction and special use permitting.
- Continuing the initiatives of the major projects unit including finishing the Courthouse Seismic project on time and within budget; repacking and delivery of the Security Improvement Project in the King County Jail; completing the preliminary design phase and space programming for a new County office building; and continuing oversight of the Harborview construction project.

Two predominantly volunteer organizations exist with the DES organization:

Board of Ethics :

The Board of Ethics (BOE) is a five-member citizen board with both advisory and quasi-judicial functions. The primary responsibilities of the BOE are to interpret the Code of Ethics through advisory opinions, administer financial and consultant disclosure requirements, and increase awareness of ethics issues through an education and training program. The BOE also hears appeals on findings by the Office of Citizen Complaints—Ombudsman.

Civil Right Commission:

The Civil Rights Commission (CRC) is composed of 16 citizen volunteers. The commission serves in an advisory capacity to the County Executive and County Council on civil rights issues in the areas of contract compliance, disability access, employment, housing, minority/women business, and public accommodations.

GENERAL GOVERNMENT PROGRAM PLAN

Finance and Business Operations 5450/0138

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	24,937,375	203.50	3.00
	<i>Status Quo **</i>	744,759	0.00	0.00
	Status Quo Budget	25,682,134	203.50	3.00
Code/ Item# Description				
	Contra Add Back		131,194	
	Administrative Service Reductions			
AS01	Prompt Payment Discount Pilot Program	(97,383)	0.00	(2.00)
AS02	Payroll Systems & Operations Adjustment	(143,500)	0.00	0.00
AS03	ARMS Goods & Services O&M Adjustment	(26,350)	0.00	0.00
AS04	IBIS Goods & Services O&M Adjustment	(15,000)	0.00	0.00
AS05	Contracts O&M Adjustment	(10,000)	0.00	0.00
		(292,233)	0.00	(2.00)
	Direct Service Reductions			
DS01	Adjustment of Accounting and Audit Services Contracts	(35,000)	0.00	0.00
DS02	Financial Management Services Expense Reductions	(86,282)	0.00	0.00
DS03	District Courts Assumption of Collections	(130,010)	(2.00)	0.00
		(251,292)	(2.00)	0.00
	Program Change			
PC01	Treasury Remittance Processors	357,500	0.00	0.00
PC02	Banking Services	87,000	0.00	0.00
PC03	Payroll Operations Quality Assurance	127,719	2.00	0.00
PC05	Web Services And Reporting Support	12,445	1.00	0.00
PC07	Payroll Operations Process Improvements	14,400	0.00	0.00
PC08	Expanded Collections Enforcement for King County	30,073	0.50	0.00
PC09	Transfer Benefit Operations to Finance	226,996	2.00	0.00
PC11	Benefits Program Support	13,358	1.00	(0.50)
		869,491	6.50	(0.50)
	Transition Fund			
TF01	Payroll Systems & Operations Business Continuity	105,000	0.00	0.00
TF10	Payroll Improvement Project	637,303	0.00	3.00
TF11	MSA Payroll Standardization Work Program	481,136	1.00	5.00
		1,223,439	1.00	8.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(3,990)	0.00	0.00
CR05	Current Expense Overhead Adjustment	79,242	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(174,620)	0.00	0.00
CR08	Technology Services Infrastructure Charge	1,883	0.00	0.00
CR11	Telecommunications Services	(25,949)	0.00	0.00
CR12	Telecommunications Overhead	(16,070)	0.00	0.00
CR13	Motor Pool Usage Charge	(245)	0.00	0.00
CR14	Facilities Management Space Charge	28,830	0.00	0.00
CR15	Insurance Charges	(5,181)	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(79,277)	0.00	0.00
CR22	Long Term Leases	(10,421)	0.00	0.00
CR26	Retirement Rate Adjustment	(160,220)	0.00	0.00
CR31	Cell Phone and Pager Services	(322)	0.00	0.00
CR36	Property Services Lease Administration Fee	(3,063)	0.00	0.00
CR39	COLA Adjustment	(49,280)	0.00	0.00
CR45	Transfer to Risk Abatement Fund	565,711	0.00	0.00

GENERAL GOVERNMENT PROGRAM PLAN

Finance and Business Operations 5450/0138

CR46	Countywide Strategic Technology Projects	52,802	0.00	0.00
		199,830	0.00	0.00
	2004 Proposed Budget	27,562,563	209.00	8.50
	% Change over Status Quo		7.32%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

PROGRAM HIGHLIGHTS

Finance and Business Operations Division Finance – Internal Service Fund

Significant Program Reductions

Prompt Payment Discount Pilot Program – (\$97,383)/(2.00 TLTs). This proposal eliminates a one-time expense used to fund the pilot program ensure that vendor discounts were obtained. The goal of the program was accomplished.

Miscellaneous Fund Reallocations and Operations & Maintenance Adjustments – (\$194,850). These reductions adjust miscellaneous accounts to appropriate levels.

Reduction of Contract Services – (\$35,000). This proposal eliminates funding no longer required for consulting and other professional services and reallocates funding into accounting/auditing expenditures for the annual certified audit.

Financial Management Services Expense Reductions – (\$86,282). This proposal reduces funding no longer required for section expenses

District Courts Assumption of Collection Responsibilities and Tasks – (\$130,010)/(2.00 FTEs). This initiative reduces funding for collections responsibilities that District Court has assumed. The reduction will result in a net savings of approximately \$160,000 to the Current Expense fund when other factors such as reductions in central rates are taken into account.

Significant Program Additions

Treasury Remittance Processors – \$357,500. In alignment with the Finance Division equipment replacement plan, this proposal funds replacement of remittance processors used in the processing of property taxes and other receipts. Current processors were acquired in 1996 and have increased maintenance cost exposure.

Banking Services – \$87,000. This proposal funds increased costs for the County contract for banking services. The increase is a combination of price increases and decreased investment earnings as a result of the new contract.

Payroll Operations Quality Assurance – \$127,719/2.00 FTEs. This proposal adds two positions improve the quality of payroll operations. The quality checks will reduce overtime costs associated with payroll operations error checking and correcting.

Web Services and Reporting Support – \$12,445/1.00 FTE. This proposal provides ongoing development and maintenance for web-based financial reporting. It includes development of new reports from the upgraded IBIS system and expansion of ARMS reporting.

Payroll Operations Process Improvements – \$14,400. This proposal provides adequate funding for payroll operations related to the mailing of W-2 forms and will assure County compliance with all tax-related reporting requirements.

Expanded Collections Enforcement for King County Agencies – \$30,073/0.50 FTEs. This proposal adds additional capacity to handle accounts receivable and collections enforcement for the Department of Development and Environmental Services and Judicial Administration.

Transfer Benefit Operations – \$226,996/2.00 FTEs. This proposal completes the transfer of benefits operations functions from Employee Benefits to the Benefits and Retirement Operations Section of Finance. The Employee Benefits budget contains a corresponding reduction which is reflected in the Flex Rate.

GENERAL GOVERNMENT PROGRAM PLAN

Benefits Program Support -- \$13,358/1.00 FTE/(0.50 TLT). This proposal will provide support to ensure that benefits documentation is adequately maintained. The position will support the ongoing open enrollment, record filing, claims administration, and case closure programs.

Payroll Systems & Operations Business Continuity \$105,000. This initiative provides payroll system continuity in the event of a major disruption of current capabilities. This proposal will enable the Finance Division to continue to produce pay warrants in such an event, fund the initial setup of such a system and provide a supply of warrant stock for an off-site facility.

Payroll Improvement Project – \$637,303/3.00 TLTs. The goal of this project is to standardize payroll business processes across the County. The request funds development and implementation of a strategy to improve policies, procedures, and training programs to enhance uniformity for the County's two payroll systems. The CX portion of this proposal is funded from Transition Fund monies.

MSA Standardization Work Program – \$481,136 / 1.00 FTE / 5.00 TLTs. A multi-agency team will work over an 18- to 24- month period to standardize the HR/payroll information contained in the County's MSA payroll system. This system serves approximately two-thirds of the County's employees. The CX portion of this proposal is funded from Transition Fund monies.

Technical Adjustments

Central Rate Adjustments – \$199,830. A net increase in central rates is reflected in the proposed budget. Significant reductions are included for Technology Services O&M, retirement rates, and Prosecuting Attorney Civil Division charges. These were offset by significant transfer to the Risk Abatement fund.

Link to Finance and Business Operations Fund Financial Plan, 72 KB

GENERAL GOVERNMENT PROGRAM PLAN

Finance - CX 0010/0150

		Expenditures	FTEs *	TLTs
Program Area				
GG				
	<i>2003 Adopted</i>	<i>2,287,083</i>	<i>0.00</i>	<i>0.00</i>
	<i>Status Quo **</i>	<i>211,030</i>	<i>0.00</i>	<i>0.00</i>
	Status Quo Budget	2,498,113	0.00	0.00
Code/ Item#	Description			
	Contra Add Back		0	
	Administrative Service Reductions			
AS01	CX Overhead Revenue (Offset Target Reductions)	0	0.00	0.00
		0	0.00	0.00
	Central Rate Adjustments			
CR25	Financial Services Charge	(26,671)	0.00	0.00
		(26,671)	0.00	0.00
	2004 Proposed Budget	2,471,442	0.00	0.00
	% Change over Status Quo		-1.07%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Finance – CX

Technical Adjustments

Central Rate Adjustments – (\$26,671). This change represents an adjustment to the Finance central rate.

Facilities Management

The 2004 Executive Proposed budget for the Facilities Management Division is presented by appropriation unit for the Facilities Internal Service Fund and Property Services –CX. This Division within the Department of Executive Services consists of the division manager’s office and two sections:

Building Maintenance - funded entirely by the Internal Service Fund.

Asset Management - a combination of Property Services (funded by CX) and Capital Planning (funded by the Internal Service Fund.)

GENERAL GOVERNMENT PROGRAM PLAN

Facilities Management Internal Service Fund 5511/0601

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	33,463,198	279.75	0.00
	<i>Status Quo **</i>	1,231,352	6.00	0.00
	Status Quo Budget	34,694,550	285.75	0.00
Code/ Item# Description				
	Contra Add Back		190,000	
	Administrative Service Reductions			
AS01	Utility Reductions for Jail West Wing Closure	(150,000)	0.00	0.00
AS02	Cedar Hills Alcohol Treatment Facility (CHAT)	(102,048)	0.00	0.00
AS04	Reduce Capital Project Manager to Halftime	(38,679)	(0.50)	0.00
		(290,727)	(0.50)	0.00
	Program Change			
PC01	Transfer Franchise Officer from Property Services	68,949	1.00	0.00
PC02	Division Business Manager	100,227	1.00	0.00
PC03	Building Services Administrator	100,643	1.00	0.00
PC04	Eliminate Two Capital Improvement Program	(125,076)	(2.00)	0.00
		144,743	1.00	0.00
	Revenue Backed			
RB01	Renton Maintenance Shops - Janitorial Services	101,679	2.00	0.00
		101,679	2.00	0.00
	Technical Adjustment			
TA01	Regional Emergency Facility Utilities Reduction	(100,276)	0.00	0.00
TA03	Contingency, Equipment, & Overtime Account	(128,161)	0.00	0.00
TA04	Reduce Six Positions in Construction Crafts	(83,538)	(6.00)	0.00
TA05	Reduce One Position in Construction Crafts	(65,352)	(1.00)	0.00
TA10	Miscellaneous Labor & Salary Contingency Reductions	(110,000)	0.00	0.00
TA11	Reductions to Temporary Labor & Overtime	(4,591)	0.00	0.00
		(491,918)	(7.00)	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(5,529)	0.00	0.00
CR05	Current Expense Overhead Adjustment	2,982	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	7,797	0.00	0.00
CR08	Technology Services Infrastructure Charge	1,456	0.00	0.00
CR11	Telecommunications Services	1,535	0.00	0.00
CR12	Telecommunications Overhead	55	0.00	0.00
CR13	Motor Pool Usage Charge	24,305	0.00	0.00
CR15	Insurance Charges	767	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(17,731)	0.00	0.00
CR21	Debt Service Adjustment	46,919	0.00	0.00
CR25	Financial Services Charge	51,228	0.00	0.00
CR26	Retirement Rate Adjustment	(185,325)	0.00	0.00
CR31	Cell Phone and Pager Services	(6,417)	0.00	0.00
CR39	COLA Adjustment	(83,292)	0.00	0.00
CR45	Transfer to Risk Abatement Fund	28,866	0.00	0.00
CR46	Countywide Strategic Technology Projects	72,954	0.00	0.00
CR47	Finance Payroll Projects	42,841	0.00	0.00
		(16,589)	0.00	0.00
	2004 Proposed Budget	34,331,738	281.25	0.00
	% Change over Status Quo		-1.05%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Facilities Management Internal Service Fund

The total 2004 Executive Proposed budget for the Facilities Internal Service Fund appropriation unit is \$34,331,738 and 281.25 FTEs.

Significant Program Reductions

West Wing Closure at the Correctional Facility - (\$150,000). Facilities reduced funding for utilities in 2004 to reflect the closure of the West Wing of the Correctional Facility. The reduction is \$80,000 for steam and \$70,000 for water.

Cedar Hill Alcohol Treatment (CHAT) Facility - (\$102,048). Facilities further reduced its maintenance funding for the CHAT facility which was closed in 2002. This reduction reflects a current assessment of budget requirements. A mothball budget of \$32,675 remains to enable Facilities to provide minimal services including utilities, security, and basic maintenance to this closed facility.

Reduce Capital Project Manager Position to Half Time - (\$38,679)/(.50 FTE). This position supports SEPA Review and is reduced to reflect reduced workload in the capital section.

Reduce two Capital Project Manager Positions - (\$125,076)/(2.00 FTEs). This initiative eliminates two vacant capital project management positions to reflect lowered workload expectations. These positions are reclassified and transferred to the Division Director's Office as described in the Significant Program Addition section below.

Significant Program Additions

Renton Maintenance Shops - \$101,679/2.00 FTEs. This proposal funds additional staff to provide janitorial services at the Roads Services Facility in Renton. The initiative is backed by revenue in the amount of \$114,514.

FMD Business Manager - \$100,227/1.00 FTE. The initiative transfers a vacant project manager position in the capital improvement program group to the Division Director's office and reclassifies the position as a division business manager. Establishing this position implements one of the Best Business Practices recommended in the FMD Reorganization Report. This position will establish centralized responsibility for financial and business matters of the division and will result in better service to customer agencies, vendors, and others county departments such as OMB, Council, County Auditor, etc.

Building Service Manager - \$100,643/1.00 FTE. This position will provide improved service through the development of logical and prioritized work and staffing plans. The incumbent in this position will also implement a maintenance management system that measures performance, provides accountability, and provides the historical maintenance data. The system will provide performance measurement tools that will form the basis for knowledgeable decisions on building maintenance services and the associated cost.

Transfer Franchise Officer from Property Services - \$68,949/1.00 FTE. This initiative transfers the Franchise Officer and all associated responsibilities from Property Services to align responsibilities consistent with Division reorganization plan.

Technical Adjustments

RCECC Utilities Budget Reduction - (\$100,276). This reductions aligns funding with expected utility expenditures for the RCECC facility

Reduce Six Positions in Construction Crafts - (\$83,538)/(6.00 FTEs). This proposal eliminates funding for six positions in construction crafts as a result of reduced workload. Associated with this reduction, \$308 thousand is reprogrammed to fund six security positions that were added to the 2003 Adopted Budget without additional funding.

Reduce Position in Contruction Crafts - (\$65,352)/(1.00 FTE). This adjustment eliminates a vacant

position to reflect reduced workload.

Contingency Reserve, Expenditure Contra, Equipment, & Overtime - (\$242,752). These adjustments realign funding to reflect current expenditure projections.

Central Rate Adjustments – (\$16,589). A net reduction in central rates is reflected in the 2004 Proposed Budget. Significant reductions occurred in retirement rates and COLA. These were partially offset by increases in Debt Service, Financial Services and funding for county-wide strategic technology and payroll projects.

**[Link to Facilities Management Internal Service Fund
Financial Plan, 72 KB](#)**

GENERAL GOVERNMENT PROGRAM PLAN

Property Services 0010/0440

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	2,475,198	30.00	0.00
	<i>Status Quo **</i>	137,374	0.00	0.00
	Status Quo Budget	2,612,572	30.00	0.00
Code/ Item# Description				
	Contra Add Back		0	
	Administrative Service Reductions			
AS01	Wireless Towers \$35,000. Goat Hill Parking: \$45,000	0	0.00	0.00
		0	0.00	0.00
	Direct Service Reductions			
DS01	Eliminate Property Acquisition Position	(67,900)	(1.00)	0.00
		(67,900)	(1.00)	0.00
	Technical Adjustment			
TA01	Comet Lodge Cemetery Maintenance	10,000	0.00	0.00
TA02	Salary Adjustment for Leasing Officer Assigned to	(5,805)	0.00	0.00
TA03	Transfer Franchise Officer Position to Facilities	(67,900)	(1.00)	0.00
		(63,705)	(1.00)	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(532)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(2,560)	0.00	0.00
CR08	Technology Services Infrastructure Charge	556	0.00	0.00
CR09	Geographic Information Systems Charge	(2,341)	0.00	0.00
CR11	Telecommunications Services	(277)	0.00	0.00
CR12	Telecommunications Overhead	15	0.00	0.00
CR13	Motor Pool Usage Charge	(765)	0.00	0.00
CR25	Financial Services Charge	(6,194)	0.00	0.00
CR26	Retirement Rate Adjustment	(23,348)	0.00	0.00
CR31	Cell Phone and Pager Services	(46)	0.00	0.00
CR35	1.25% Underexpenditure	2,245	0.00	0.00
CR39	COLA Adjustment	(12,456)	0.00	0.00
		(45,703)	0.00	0.00
	2004 Proposed Budget	2,435,264	28.00	0.00
	% Change over Status Quo		-6.79%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Property Services – Current Expense Fund (CX)

The total 2004 Executive Proposed budget for the Property Services CX appropriation unit is \$2,435,264 and 28 FTEs. The Proposed Budget includes \$321,281 in new revenue initiatives. The revenue proposals include the collection of wireless tower rent and parking fees from the Goat Hill parking lot.

Significant Program Reductions

Eliminate Property Acquisition Position – (\$67,900)/(1.00 FTE). This position is eliminated to reflect reduced workload.

Technical Adjustments

Comet Lodge Cemetery - \$10,000. This adjustment provides funding for the required maintenance of the Comet Lodge Cemetery.

Salary Adjustment for Airport Leasing Officer – (\$5,805). This adjustment reflects a salary change for the Leasing Officer assigned to the airport

Transfer Franchise Officer from Property Services (\$67,900)/(1.00 FTE). This proposal transfers the Franchise Officer and associated responsibilities from Property Services to the FMD Director's Office to realign responsibilities consistent with the Division reorganization plan.

Central Rate Adjustments - (\$45,703). A net reduction in central rates is reflected in the proposed budget. Significant reductions occurred in Financial Services, retirement rates and COLA.

GENERAL GOVERNMENT PROGRAM PLAN

Human Resources Management 0010/0420

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		5,970,080	59.50	0.50
Status Quo **		393,146	0.00	0.00
Status Quo Budget		6,363,226	59.50	0.50
Code/ Item#	Description			
	Contra Add Back		36,355	
	Administrative Service Reductions			
AS01	Revenue in Lieu of Reduction: \$36,355	0	0.00	0.00
		0	0.00	0.00
	Program Change			
PC01	Divison Restructuring	(5,071)	0.00	(0.50)
PC02	Classification & Compensation Staffing Increase	174,914	2.00	0.00
		169,843	2.00	(0.50)
	Revenue Backed			
RB01	Transit Labor Relations Support	74,025	0.00	0.00
RB02	Alternative Dispute Resolution Mediators	151,000	1.00	0.00
		225,025	1.00	0.00
	Transition Fund			
TF11	MSA Payroll Standardization Work Program	78,149	1.00	0.00
TF13	Consolidated Data Warehouse	0	0.00	3.00
		78,149	1.00	3.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(1,197)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	25,448	0.00	0.00
CR08	Technology Services Infrastructure Charge	1,606	0.00	0.00
CR11	Telecommunications Services	3,818	0.00	0.00
CR12	Telecommunications Overhead	1,610	0.00	0.00
CR13	Motor Pool Usage Charge	776	0.00	0.00
CR14	Facilities Management Space Charge	(4,957)	0.00	0.00
CR25	Financial Services Charge	(16,112)	0.00	0.00
CR26	Retirement Rate Adjustment	(58,847)	0.00	0.00
CR31	Cell Phone and Pager Services	(224)	0.00	0.00
CR35	Underexpenditure Adjustment (1.25%)	(5,599)	0.00	0.00
CR39	COLA Adjustment	(13,389)	0.00	0.00
		(67,067)	0.00	0.00
2004 Proposed Budget		6,805,531	63.50	3.00
% Change over Status Quo			6.95%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Human Resources Division - Current Expense Fund (CX)

The total 2004 Executive Proposed budget for the Human Resources Division (HRD) –CX appropriation unit is \$6,805,531 and 63.5 FTEs. The Proposed Budget for HRD includes \$36,355 in increased revenue collections from other county agencies.

Significant Program Additions

Transit Labor Relations Support -- \$74,025. This proposal is revenue backed and provides for a higher level of service from the Labor Relations unit to the Department of Transit.

Division Restructuring – (\$5,071)/(0.50 TLTs). This proposal reallocates 3 positions in order to align resources in the Human Resources Division to effectively implement the restructuring of human resource work County-wide.

Classification and Compensation Staffing Increase – \$174,914/2.00 FTEs. This proposal adds two analytical positions in order to support fair, legal, and consistent application of regulations regarding employee pay and classification.

Alternative Dispute Resolution (ADR) Mediators – \$151,000 /1.00 FTE. This revenue-backed proposal increases the service to the Department of Natural Resources and Parks by the ADR through the addition of one position.

Consolidated Data Warehouse -- \$0/3.00 TLTs. The Consolidated Data Warehouse (CDW) will combine MSA and PeopleSoft payroll data and integrate them into one central database for use by the King County HR Community. The funds for this project will reside in the Office of Information Resource Management capital fund.

MSA Standardization Work Program – \$78,149/1.00 FTE. A multi-agency team will work over an 18- to 24- month period to standardize the HR/payroll information contained in the County's MSA payroll system. This system serves approximately two-thirds of the County's employees. The CX portion of this proposal is funded from Transition Fund monies.

Technical Adjustments

Central Rate Adjustments – (\$67,067). A net decrease in central rates is reflected in the proposed budget. Significant reductions are included for Financial Services, retirement rates, and COLA. A significant increase in the Technology Services O&M charge is proposed.

GENERAL GOVERNMENT PROGRAM PLAN

Safety & Claims Management 5420/0666

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	21,800,137	27.00	0.00
	<i>Status Quo **</i>	376,896	0.00	0.00
	Status Quo Budget	22,177,033	27.00	0.00
Code/ Item# Description				
	Contra Add Back		4,000	
	Administrative Service Reductions			
AS01	Printing Account Reduction	(4,000)	0.00	0.00
		(4,000)	0.00	0.00
	Technical Adjustment			
TA01	Workers' Comp Medical Payments	1,274,056	0.00	0.00
TA02	Workers' Comp Time Loss Wages	568,462	0.00	0.00
TA03	Disability Benefits	399,027	0.00	0.00
TA04	State Assessments	350,000	0.00	0.00
		2,591,545	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(513)	0.00	0.00
CR05	Current Expense Overhead Adjustment	(1,495)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(24)	0.00	0.00
CR08	Technology Services Infrastructure Charge	216	0.00	0.00
CR11	Telecommunications Services	138	0.00	0.00
CR12	Telecommunications Overhead	52	0.00	0.00
CR13	Motor Pool Usage Charge	340	0.00	0.00
CR14	Facilities Management Space Charge	(22,350)	0.00	0.00
CR15	Insurance Charges	333,208	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(3,296)	0.00	0.00
CR21	Debt Service Adjustment	(3)	0.00	0.00
CR25	Financial Services Charge	(51,543)	0.00	0.00
CR26	Retirement Rate Adjustment	(22,819)	0.00	0.00
CR31	Cell Phone and Pager Services	218	0.00	0.00
CR39	COLA Adjustment	(9,252)	0.00	0.00
CR45	Transfer to Risk Abatement Fund	80,000	0.00	0.00
CR46	Countywide Strategic Technology Projects	6,887	0.00	0.00
CR47	Finance Payroll Projects	3,372	0.00	0.00
		313,136	0.00	0.00
	2004 Proposed Budget	25,081,714	27.00	0.00
	% Change over Status Quo		13.10%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Safety & Claims Management

Significant Program Reductions

Printing Account Reduction – (\$4,000). This proposal reduces an operating account that will not directly affect core services.

Significant Program Additions

Workers Compensation Insurance – \$2,591,545. This proposal raises expenditure authority in reflecting increases in medical claims payments, time loss wages, disability benefits, and state assessments related to the paying of workers' claims.

Technical Adjustments

Central Rate Adjustments -- \$313,136. A net increase in central rates is reflected in the proposed budget. Significant reductions are included for Financial Services, retirement rates, and COLA. A significant increase in Insurance Charges reflects the dramatic increase the renewal premium for excess worker's compensation liability coverage.

[Link to Safety and Claims Management Fund Financial Plan, 66 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

Employee Benefits 5500/0429

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		124,562,626	9.00	0.00
Status Quo **		27,024,332	0.00	0.00
Status Quo Budget		151,586,958	9.00	0.00
Code/ Item#	Description			
Contra Add Back			0	
Program Change				
PC01	Support for Labor/Mangement Collaboration on	496,282	4.00	0.00
		496,282	4.00	0.00
Technical Adjustment				
TA01	Transfer Benefit Operations to Finance	(226,996)	(2.00)	0.00
TA03	Actuarial Adjustment of Premium and Benefit	1,809,913	0.00	0.00
TA04	Enrollment Fluctuation Contingency	3,583,933	0.00	0.00
		5,166,850	(2.00)	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(209)	0.00	0.00
CR05	Current Expense Overhead Adjustment	(61,753)	0.00	0.00
CR08	Technology Services Infrastructure Charge	(803)	0.00	0.00
CR11	Telecommunications Services	2,005	0.00	0.00
CR12	Telecommunications Overhead	704	0.00	0.00
CR14	Facilities Management Space Charge	(54,729)	0.00	0.00
CR15	Insurance Charges	(489)	0.00	0.00
CR25	Financial Services Charge	(4,918)	0.00	0.00
CR26	Retirement Rate Adjustment	(9,578)	0.00	0.00
CR39	COLA Adjustment	(1,445)	0.00	0.00
CR45	Transfer to Risk Abatement Fund	80,000	0.00	0.00
CR46	Countywide Strategic Technology Projects	2,296	0.00	0.00
CR47	Finance Payroll Projects	2,408	0.00	0.00
		(46,511)	0.00	0.00
2004 Proposed Budget		157,203,579	11.00	0.00
% Change over Status Quo			3.71%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Employee Benefits

Significant Program Additions

Support for Labor-Management Collaboration on Employee Benefits – \$496,282/4.00 FTEs.

The Employee Benefits Division will facilitate a collaborative effort between management and labor unions in 2004. The goal of the collaboration is to develop a health care benefits program that balances employee well-being and quality health care, with affordability for both employees and the County. Options for improving employee health and using the power of informed consumerism to drive quality and value in the health care market will be explored.

Actuarial Adjustment of Premium and Benefit Claims Payments – \$1,809,913. This item adjusts the benefits claims and premium expenditures to account for revised actuarial and enrollment estimates, and is fully revenue-backed from Flex Rate revenue.

Enrollment Fluctuation Contingency – \$3,583,933. An Enrollment Contingency reserve is included in the 2004 budget in order to better handle enrollment fluctuations and spikes. This item is fully revenue backed by a corresponding contingent revenue and has no affect on the unit cost of benefits charged to departments.

Technical Adjustments

Transfer Benefit Operations to Finance – (\$226,996)/(2.00 FTEs). This proposal transfers the funding and responsibilities of two positions from Benefits to the Benefits and Retirement Operations Section in Finance. These positions handle open enrollment, case management, and web site work. Finance has a corresponding addition for this transfer.

Central Rate Adjustments – (\$46,511). A net reduction in central rates is reflected in the proposed budget. Significant reductions are included for Current Expense Overhead and Facilities Management Space Charges. This is partially offset by a significant Transfer to Risk Abatement Fund.

[Link to Employee Benefits Fund Financial Plan, 76 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

Executive Services - Administration 0010/0417

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		1,670,130	16.00	0.00
Status Quo **		111,873	0.00	0.00
Status Quo Budget		1,782,003	16.00	0.00
Code/ Item#	Description			
	Contra Add Back		23,566	
	Program Change			
PC01	Human Resources Service Delivery Manager	83,132	1.00	0.00
		83,132	1.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(323)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(183)	0.00	0.00
CR08	Technology Services Infrastructure Charge	174	0.00	0.00
CR11	Telecommunications Services	416	0.00	0.00
CR12	Telecommunications Overhead	87	0.00	0.00
CR13	Motor Pool Usage Charge	(2,384)	0.00	0.00
CR14	Facilities Management Space Charge	3,580	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(33,905)	0.00	0.00
CR25	Financial Services Charge	(2,354)	0.00	0.00
CR26	Retirement Rate Adjustment	(16,168)	0.00	0.00
CR31	Cell Phone and Pager Services	534	0.00	0.00
CR35	1.25% Underexpenditure	(765)	0.00	0.00
CR39	COLA Adjustment	(4,580)	0.00	0.00
		(55,871)	0.00	0.00
2004 Proposed Budget		1,832,830	17.00	0.00
% Change over Status Quo			2.85%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Department of Executive Services (DES) Administration

The total 2004 Executive Proposed budget for DES Administration is \$1,832,830 and 17.0 FTEs. This agency includes the Department of Executive Services Administrative Office, the Board of Ethics, the Office of Civil Rights and the Civil Rights Commission.

Significant Program Additions

Human Resource Service Delivery Manager - \$83,132/1.00 FTE. This proposal transfers a vacant position from the FMD Property Services Section of DES to DES Administration. The position is reclassified as a Human Resource Service Delivery Manager. The position supports the Human Resource Unification effort and will ensure consistent delivery of Human Resource programs within DES divisions and offices.

Technical Adjustments

Central Rate Adjustments (\$55,871). A net decrease in central rates is reflected in the proposed budget. Significant reductions are included for Prosecuting Attorney Civil Division, retirement rates, and COLA.

Information & Telecommunications Services

The 2004 Executive Proposed budget for Information and Telecommunications Services (ITS) is presented by appropriation unit for Cable Communications, I-NET Operations, Printing and Graphic Arts, Technology Services, Telecommunications. (Refer to the Law, Safety, Justice section of this book for Radio Communications.)

GENERAL GOVERNMENT PROGRAM PLAN

ITS--Technology Services 5531/0432

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	22,874,838	138.00	7.00
	<i>Status Quo **</i>	762,720	0.00	(1.00)
	Status Quo Budget	23,637,558	138.00	6.00
Code/ Item# Description	Contra Add Back		84,950	
Administrative Service Reductions				
AS01	Eliminate Contract Specialist	(69,885)	0.00	(1.00)
		(69,885)	0.00	(1.00)
Direct Service Reductions				
DS01	Reduce Hours for Data Entry Positions	(119,165)	(2.50)	0.00
DS02	Technology Learning Center Lease	(30,000)	0.00	0.00
		(149,165)	(2.50)	0.00
Technical Adjustment				
TA01	Network Maintenance	280,000	0.00	0.00
TA02	Transfer To Equipment Replacement Fund	170,835	0.00	0.00
TA09	Reduction in Wage & Salary Contingency	(652,726)	0.00	0.00
		(201,891)	0.00	0.00
Technology Requests				
IT01	Implement Asset Management System	147,000	0.00	0.00
		147,000	0.00	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(2,698)	0.00	0.00
CR05	Current Expense Overhead Adjustment	4,937	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(295)	0.00	0.00
CR08	Technology Services Infrastructure Charge	(137,708)	0.00	0.00
CR11	Telecommunications Services	(20,902)	0.00	0.00
CR12	Telecommunications Overhead	(3,493)	0.00	0.00
CR14	Facilities Management Space Charge	(1,342)	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	4,766	0.00	0.00
CR21	Debt Service Adjustment	89,341	0.00	0.00
CR22	Long Term Leases	29,109	0.00	0.00
CR25	Financial Services Charge	21,188	0.00	0.00
CR26	Retirement Rate Adjustment	(127,399)	0.00	0.00
CR29	Waste Water Vehicle Use	2,423	0.00	0.00
CR31	Cell Phone and Pager Services	(1,972)	0.00	0.00
CR36	Property Services Lease Administration Fee	(4,218)	0.00	0.00
CR39	COLA Adjustment	(56,735)	0.00	0.00
CR45	Transfer to Risk Abatement Fund	367,274	0.00	0.00
CR46	Countywide Strategic Technology Projects	36,732	0.00	0.00
CR47	Finance Payroll Projects	4,053	0.00	0.00
		203,061	0.00	0.00
2004 Proposed Budget		23,651,628	135.50	5.00
% Change over Status Quo			0.06%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

ITS – Technology Services

The total 2004 Executive Proposed budget for ITS – Technology Services is \$23,651,628, 135.5 FTEs and 5.0 TLTs.

Significant Program Reductions:

Eliminate Contract Specialist - (\$69,885)/(1.00 TLT). This reduction eliminates one position. The responsibilities of this position have been absorbed by other positions within the division.

Reduce Hours for Data Entry Positions – (\$119,165)/(2.50 FTEs). This reduction reflects the reduced workload resulting from a decrease in demand for data entry services. Current major customers are Finance, Emergency Medical Services (EMS)/Public Health, and Transit payroll.

Eliminate Technology Learning Center - (\$30,000). As a result of a new lease agreement, the Technology Learning Center facility will not be available for ITS training purpose. Alternative use will be scheduled in the training center in the King County Exchange Building and King Street Center.

Technology Requests

Implement Asset Management System - \$147,000. This project will provide added capabilities to monitor ITS assets associated with the County's enterprise-wide infrastructure equipment.

Technical Adjustments

Network Maintenance - \$280,000. This proposal increases funding to support network maintenance provided by Cisco. This maintenance is required to ensure system reliability and prevent interruption to County operations. This adjustment will align the budget with current needs.

Salary and Wage Contingency - (\$652,726). This reduction to salary and wage contingency reflects current estimates of required funding levels for 2004.

Equipment Replacement - \$170,835. This transfer to capital will support the 2004 replacement needs for non-KCWAN equipment. This amount is backed by the ITS operating fund balance.

Central Rate Adjustments - \$203,061. A net increase in central rates is reflected in the proposed budget. Significant reductions are included for Technology Services O&M, retirement rates, and COLA. Significant increases are proposed for Debt Service and the Transfer to the Risk Abatement Fund.

[Link to ITS Technology Services Fund Financial Plan, 69 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

ITS--Telecommunications 5532/0433

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>1,986,447</i>	<i>8.00</i>
		<i>Status Quo **</i>	<i>(268,641)</i>	<i>0.00</i>
		Status Quo Budget	1,717,806	8.00
Code/ Item#	Description			
	Contra Add Back		34,112	
	Technical Adjustment			
TA01	Discontinue Current Annual Bond Payment	(133,250)	0.00	0.00
		(133,250)	0.00	0.00
	Technology Requests			
IT01	Telecom Billing/Management System Project	344,000	0.00	0.00
		344,000	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(152)	0.00	0.00
CR05	Current Expense Overhead Adjustment	801	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	73,848	0.00	0.00
CR08	Technology Services Infrastructure Charge	31	0.00	0.00
CR11	Telecommunications Services	(69,696)	0.00	0.00
CR12	Telecommunications Overhead	(25,521)	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(2,998)	0.00	0.00
CR21	Debt Service Adjustment	19,617	0.00	0.00
CR25	Financial Services Charge	862	0.00	0.00
CR26	Retirement Rate Adjustment	(6,911)	0.00	0.00
CR31	Cell Phone and Pager Services	229	0.00	0.00
CR39	COLA Adjustment	(2,864)	0.00	0.00
CR46	Countywide Strategic Technology Projects	2,041	0.00	0.00
CR47	Finance Payroll Projects	536	0.00	0.00
		(10,177)	0.00	0.00
	2004 Proposed Budget	1,952,491	8.00	0.00
	% Change over Status Quo		13.66%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

ITS – Telecommunications

The total 2004 Executive Proposed Budget for ITS – Telecommunications is \$1,952,491 and 8.0 FTEs.

Technology Requests

Implement Telecom Billing/Management System - \$344,000. Implementation of this system is expected to reduce the labor costs associated with processing telecom vendor invoices. Additionally, the system will improve the content and quality of the monthly billing summaries sent to the County's telecom coordinators. This will provide the coordinators a more useful tool for tracking and managing their telecom resources.

Technical Adjustments

Discontinue Annual Bond Payment – (\$133,250). This adjustment reflects that the bond debt service was completed in 2003.

Central Rate Adjustments – (\$10,177). A net decrease in central rates is reflected in the proposed budget. Significant reductions are included for Telecommunications O&M and Overhead and Debt Service. A significant increase is proposed for Technology Services O&M.

[Link to ITS Telecommunications Fund Financial Plan, 67 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

ITS-Printing & Graphic Arts 5600/0415

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>3,602,262</i>	<i>18.00</i>
		<i>Status Quo **</i>	<i>(26,283)</i>	<i>0.00</i>
		Status Quo Budget	3,575,979	18.00
Code/ Item#	Description			
		Contra Add Back	0	
Program Change				
PC01	Replace Printing Equipment	175,000	0.00	0.00
		175,000	0.00	0.00
Technical Adjustment				
TA01	Eliminate Temporary Position Photo Services Lab	(56,741)	0.00	(1.00)
		(56,741)	0.00	(1.00)
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(342)	0.00	0.00
CR05	Current Expense Overhead Adjustment	1,290	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	260	0.00	0.00
CR08	Technology Services Infrastructure Charge	21	0.00	0.00
CR11	Telecommunications Services	377	0.00	0.00
CR12	Telecommunications Overhead	81	0.00	0.00
CR22	Long Term Leases	1,485	0.00	0.00
CR25	Financial Services Charge	881	0.00	0.00
CR26	Retirement Rate Adjustment	(13,992)	0.00	0.00
CR36	Property Services Lease Administration Fee	1,303	0.00	0.00
CR39	COLA Adjustment	(6,616)	0.00	0.00
CR46	Countywide Strategic Technology Projects	4,846	0.00	0.00
CR47	Finance Payroll Projects	591	0.00	0.00
		(9,815)	0.00	0.00
2004 Proposed Budget		3,684,423	18.00	0.00
% Change over Status Quo			3.03%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

ITS - Printing and Graphic Arts

The total 2004 Executive Proposed budget for ITS – Printing and Graphic Arts (PGA) is \$3,684,423 18.0 FTEs.

Significant Program Additions

Replace Printing Equipment - \$175,000. PGA proposes replacing the Heildeberg KORD offset printing press. This will allow PGA spell out PGA to produce printing projects that require multiple colors and provide more in-house services to county agencies

Technical Adjustments

Eliminate Temporary Position in Photo Lab Services – (\$56,741)/(1.0 TLT) This position was funded by the Clark Settlement. This position provided support to various activities within the photo lab and printing services.

Central Rate Adjustments – (\$9,815). A net decrease in central rates is reflected in the proposed budget. Significant reductions are included for retirement rates, and COLA.

**Link to Printing and Graphic Arts Fund Financial Plan, 63
KB**

Cable Communications 0010/0437

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>192,531</i>	<i>2.00</i>
		<i>Status Quo **</i>	<i>(3,027)</i>	<i>0.00</i>
		Status Quo Budget	189,504	2.00
Code/ Item#	Description			
		Contra Add Back	0	
Revenue Backed				
RB01	Financial Audit of Cable Franchise Fees	50,000	0.00	0.00
		50,000	0.00	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(38)	0.00	0.00
CR08	Technology Services Infrastructure Charge	117	0.00	0.00
CR11	Telecommunications Services	(315)	0.00	0.00
CR12	Telecommunications Overhead	(49)	0.00	0.00
CR13	Motor Pool Usage Charge	1,642	0.00	0.00
CR25	Financial Services Charge	(1,360)	0.00	0.00
CR26	Retirement Rate Adjustment	(1,409)	0.00	0.00
CR35	1.25% Underexpenditure	(600)	0.00	0.00
CR39	COLA Adjustment	(587)	0.00	0.00
		(2,599)	0.00	0.00
2004 Proposed Budget		236,905	2.00	0.00
% Change over Status Quo		25.01%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Cable Communications

The total 2004 Executive Proposed budget for ITS –Cable Communications is \$236,905 and includes funding for 2.0 FTEs.

Significant Program Additions

Franchise Fee Financial Audit - \$50,000. This proposal provides funding for the County to commission a five year financial audit of Comcast's cable TV franchise fees. Comcast provides cable service to approximately 90 percent of unincorporated King County subscribers. Under the terms of the County's franchise agreement Comcast will reimburse the County for the cost of the audit if it is found that Comcast has not materially complied with its obligations under the agreement.

Technical Adjustments

Central Rate Adjustments - (\$2,599). A net decrease in central rates is reflected in the proposed budget. Significant reductions are included for Financial Services, retirement rates, and COLA.

GENERAL GOVERNMENT PROGRAM PLAN

I-NET Operations 4531/0490

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>931,958</i>	<i>7.00</i>
		<i>Status Quo **</i>	<i>351,756</i>	<i>0.00</i>
		Status Quo Budget	1,283,714	7.00
Code/ Item#	Description			
	Contra Add Back		0	
	Technical Adjustment			
TA01	Transfer Maintenance and Labor from Capital	427,563	0.00	0.00
		427,563	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(152)	0.00	0.00
CR05	Current Expense Overhead Adjustment	1,247	0.00	0.00
CR08	Technology Services Infrastructure Charge	251	0.00	0.00
CR09	Geographic Information Systems Charge	(83)	0.00	0.00
CR11	Telecommunications Services	(3,138)	0.00	0.00
CR12	Telecommunications Overhead	(409)	0.00	0.00
CR25	Financial Services Charge	20,768	0.00	0.00
CR26	Retirement Rate Adjustment	(8,321)	0.00	0.00
CR31	Cell Phone and Pager Services	(165)	0.00	0.00
CR39	COLA Adjustment	(3,420)	0.00	0.00
CR46	Countywide Strategic Technology Projects	2,040	0.00	0.00
CR47	Finance Payroll Projects	785	0.00	0.00
		9,403	0.00	0.00
	2004 Proposed Budget	1,720,680	7.00	1.00
	% Change over Status Quo		34.04%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

ITS – I-Net Operations

The 2004 Executive Proposed budget for I-Net (Institutional Network) Operations is \$1,720,680 which includes funding for 7.0 FTEs and 1.0 TLT. The 2004 I-Net budget continues the transition from a capital project to operations. The I-Net capital fund is expected to close by mid-year 2004. Revenue projections for I-Net operations increase in 2004 as a result of securing contracts with new customers and a transfer from the I-Net capital fund. The revenue transferred from the I-Net capital fund will partially fund equipment maintenance costs and maintain equipment replacement reserves for 2004.

Technical Adjustments

Increased Maintenance Costs \$427,563. In 2004 the I-Net operations fund will assume \$427,563 in maintenance and labor costs that were previously appropriated from the I-Net capital fund. Additional O&M resources are needed to support an increased workload, as agencies migrate from prospects to customers and sites are activated.

Central Rate Adjustments – \$9,403. A net increase in central rates is reflected in the proposed budget. A significant increase is proposed for Financial Services.

[Link to Institutional Network Fund Financial Plan, 63 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

Records, Elections & Licensing Services 0010/0470

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	18,493,965	151.23	1.28
	<i>Status Quo **</i>	1,943,356	0.00	(0.28)
	Status Quo Budget	20,437,321	151.23	1.00
Code/ Item#	Description			
	Contra Add Back		324,594	
	Administrative Service Reductions			
AS01	Revenue in Lieu of Target Reduction for \$485,532.	0	0.00	0.00
		0	0.00	0.00
	Program Change			
PC01	Chinese Ballot Translation Services	115,057	0.15	0.00
		115,057	0.15	0.00
	Revenue Backed			
RB01	Elections Contingency	300,000	0.00	0.00
		300,000	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(2,983)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	132,225	0.00	0.00
CR08	Technology Services Infrastructure Charge	(177)	0.00	0.00
CR09	Geographic Information Systems Charge	(3,847)	0.00	0.00
CR11	Telecommunications Services	739	0.00	0.00
CR12	Telecommunications Overhead	269	0.00	0.00
CR13	Motor Pool Usage Charge	(26,456)	0.00	0.00
CR14	Facilities Management Space Charge	21,010	0.00	0.00
CR22	Long Term Leases	(50,589)	0.00	0.00
CR25	Financial Services Charge	(8,078)	0.00	0.00
CR26	Retirement Rate Adjustment	(110,475)	0.00	0.00
CR31	Cell Phone and Pager Services	(2,122)	0.00	0.00
CR35	1.25% Underexpenditure	(4,367)	0.00	0.00
CR36	Property Services Lease Administration Fee	(916)	0.00	0.00
CR39	COLA Adjustment	(38,948)	0.00	0.00
		(94,715)	0.00	0.00
	2004 Proposed Budget	21,082,257	151.38	1.00
	% Change over Status Quo		3.16%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Records, Elections & Licensing Services

The 2004 Executive proposed budget for Records, Elections & Licensing Services (REALS) is \$21,082,257 and includes funding for 151.38 FTEs and 1 TLT. The proposed budget includes increases to Animal Licenses and Services, Passports, and miscellaneous fees totaling \$485,532.

Significant Program Additions

Chinese Language Requirements - \$115,057/0.15 FTE. The 2000 census data indicates that King County has a significant population of Chinese speaking citizens and is now required to provide voter related information in Chinese. This initiative includes a 0.15 FTE increase in order to bring one part-time FTE (.85) up to fulltime. Approximately 50 percent of these costs will be recouped through election charges for services to cities and special districts.

Technical Adjustments

Elections Contingency \$300,000. The 2004 Proposed Status Quo budget for REALS includes the estimated amount of resources required to fund a countywide Presidential Preference primary in March as well as elections in February, April and May, in addition to the even year primary and general elections in the fall. A \$300,000 contingency is established to cover unanticipated costs related to special or regular elections. This contingency is revenue-backed by a corresponding contingent revenue estimate.

Central Rate Adjustments – (\$94,715). A net decrease in central rates is reflected in the proposed budget. Significant reductions are included for retirement rates, and COLA. A significant increase in Technology Services O&M reflects initiation of support for the on-line pet license program.

GENERAL GOVERNMENT PROGRAM PLAN

Recorder's O&M 1090/0471

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>1,307,661</i>	<i>5.50</i>
		<i>Status Quo **</i>	<i>(471,519)</i>	<i>0.00</i>
		Status Quo Budget	836,142	5.50
Code/ Item#	Description			
		Contra Add Back	0	
Program Change				
PC01	E-Records Project Manager	79,015	0.00	1.00
PC02	Equipment Replacement	150,658	0.00	0.00
PC03	Open Acces Recording Systems Maintenance	45,542	0.00	0.00
PC04	Increased Preservation Activity	57,421	1.00	0.00
		332,636	1.00	1.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(152)	0.00	0.00
CR05	Current Expense Overhead Adjustment	708	0.00	0.00
CR08	Technology Services Infrastructure Charge	754	0.00	0.00
CR25	Financial Services Charge	(601)	0.00	0.00
CR26	Retirement Rate Adjustment	(4,972)	0.00	0.00
CR39	COLA Adjustment	454	0.00	0.00
CR40	Merit Adjustment	2,598	0.00	0.00
CR46	Countywide Strategic Technology Projects	1,403	0.00	0.00
CR47	Finance Payroll Projects	810	0.00	0.00
		1,002	0.00	0.00
2004 Proposed Budget		1,169,780	6.50	1.00
% Change over Status Quo		39.90%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Recorder's O&M

The 2004 Executive Proposed Budget for the Recorder's O&M fund is \$1,169,780 and includes funding for 6.5 FTE's and 1 TLT.

Significant Program Additions

E- Records Management - \$79,015/1 TLT. This initiative funds one Project Manager to work with County agencies to effectively manage electronic records.

Open Access Recording System (OARS) Maintenance - \$45,542. This proposal funds the purchase of a maintenance agreement for the Open Access Recording System.

Increased Preservation Activity- \$57,421/1 FTE. This proposal adds one Administrative Specialist to assist the Archives and Records Management Department in microfilming, processing and securing storage of materials.

Equipment Replacement - \$150,658. This proposal funds the planned replacement of aging personal computers, monitors, scanners and printers.

Technical Adjustments

Central Rate Adjustments – \$1,002. A net increase in central rates is reflected in the proposed budget. A significant reduction is included for retirement rates.

[Link to Recorder's O&M Fund Financial Plan, 64 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

Risk Management 5520/0154

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	24,122,779	20.50	0.00
	<i>Status Quo **</i>	2,438,636	0.00	0.00
	Status Quo Budget	26,561,415	20.50	0.00
Code/ Item# Description				
	Contra Add Back	13,865		
	Administrative Service Reductions			
AS01	Reduction in Contract Services	(14,138)	0.00	0.00
		(14,138)	0.00	0.00
	Technical Adjustment			
TA01	Claims and Insurance Premium Adjustments	(212,587)	0.00	0.00
		(212,587)	0.00	0.00
	Central Rate Adjustments			
CR01	Flexible Benefits Charge	(399)	0.00	0.00
CR05	Current Expense Overhead Adjustment	79,778	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	463	0.00	0.00
CR08	Technology Services Infrastructure Charge	(301)	0.00	0.00
CR11	Telecommunications Services	(2,800)	0.00	0.00
CR12	Telecommunications Overhead	(296)	0.00	0.00
CR13	Motor Pool Usage Charge	(755)	0.00	0.00
CR14	Facilities Management Space Charge	73,328	0.00	0.00
CR20	Prosecuting Attorney Civil Division Charge	(529,385)	0.00	0.00
CR21	Debt Service Adjustment	(2)	0.00	0.00
CR22	Long Term Leases	30,525	0.00	0.00
CR25	Financial Services Charge	1,375	0.00	0.00
CR26	Retirement Rate Adjustment	(17,099)	0.00	0.00
CR31	Cell Phone and Pager Services	(3)	0.00	0.00
CR36	Property Services Lease Administration Fee	336	0.00	0.00
CR39	COLA Adjustment	(7,094)	0.00	0.00
CR45	Transfer to Risk Abatement Fund	59,691	0.00	0.00
CR46	Countywide Strategic Technology Projects	5,229	0.00	0.00
CR47	Finance Payroll Projects	1,750	0.00	0.00
		(305,659)	0.00	0.00
	2004 Proposed Budget	26,042,896	20.50	0.00
	% Change over Status Quo	-1.95%		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Risk Management

The 2004 Executive proposed budget for the Risk Management is \$26,042,896 and includes funding for 20.5 FTE's.

Significant Program Reductions

Reduction of Contract Services – (\$14,138). This adjustment reduces the total funding allotted for outside contractor contract review, insurance application completion and property conservation loss control follow up.

Technical Adjustments

Claims and Insurance Premiums Adjustments – (\$212,587). This technical adjustment proposal reduces the claims payment account by \$2,156,940, as projected by the actuary's analysis, and increases the excess insurance premium budget by \$1,944,353.

Central Rates Adjustments – (\$305,659). A net decrease in central rates is reflected in the proposed budget. A significant reduction is included for the Prosecuting Attorney Civil Division Charges.

[Link to Risk Management Fund Financial Plan, 74 KB](#)

Office of Information Resource Management

**OFFICE OF INFORMATION RESOURCE MANAGEMENT
ISSUES AND PRIORITIES**

Mission

Identify, promote and facilitate innovative and effective information technology management countywide

The Office of Information Resource Management (OIRM) is led by the County's Chief Information Officer and reports to the King County Executive. OIRM priorities for 2004 include the following:

- Law, Safety and Justice Integration Program – this program will implement several incremental projects that will reduce costs in the criminal justice system by eliminating redundant data management. Additionally, it will improve public safety through appropriate sharing of criminal information.
- Countywide information technology business continuity plan – this program will implement technology infrastructure to support essential services in coordination with the King County Emergency Management Plan.
- Information technology security and privacy – this program will address the critical vulnerabilities found by a consultant study in 2003. The project will include training business and technical staff, and developing a recommendation for policies, procedures and an organization structure to manage improved security and privacy practices.
- Network infrastructure optimization – this program will implement efficiency opportunities that will optimize the county's usage of voice, video, data and wireless networks.
- Oversight for the replacement of the elections management / voter registration system – this work will include initial project development and documentation of existing systems followed by oversight activities related to project planning and management.
- Oversight for the quantifiable business case for a single financial, payroll, HR and budget system – this work will include oversight activities related to project planning, development and management.
- Oversight for the information technology unification project – this work will include oversight activities related to project planning, development and management.
- Information technology performance measurement – this program will develop additional structures and processes to provide outcome measures, building on the work accomplished in 2003.
- Project monitoring and oversight, under the Chief Information Officer and the Project Review Board, will focus the responsibilities for delivering stated project outcomes on project managers and agency management.
- The annual update to the Strategic Technology Plan, the Annual Technology Report and the Technology Business Plan will be completed.

GENERAL GOVERNMENT PROGRAM PLAN

Office of Information Resources Management 5471/1550M

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	3,725,777	8.50	2.00
	<i>Status Quo **</i>	(2,352,893)	(2.50)	0.00
	Status Quo Budget	1,372,884	6.00	2.00
Code/ Item# Description	Contra Add Back		0	
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(152)	0.00	0.00
CR05	Current Expense Overhead Adjustment	(1,098)	0.00	0.00
CR07	Technology Services Operations & Maintenance Charge	(74)	0.00	0.00
CR08	Technology Services Infrastructure Charge	251	0.00	0.00
CR11	Telecommunications Services	1,905	0.00	0.00
CR12	Telecommunications Overhead	636	0.00	0.00
CR25	Financial Services Charge	15,503	0.00	0.00
CR26	Retirement Rate Adjustment	(9,775)	0.00	0.00
CR39	COLA Adjustment	(4,407)	0.00	0.00
CR46	Countywide Strategic Technology Projects	2,041	0.00	0.00
CR47	Finance Payroll Projects	(135)	0.00	0.00
		4,695	0.00	0.00
	2004 Proposed Budget	1,377,579	6.00	2.00
	% Change over Status Quo		0.34%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Office of Information Resource Management

The total 2004 Executive Proposed budget for the Office of Information Resource Management is \$1,377,579 and includes funding for 6.0 FTEs and 2.0 TLPs.

Technology Projects

OIRM will manage countywide information technology projects as well as facilitate the governance of all County information technology initiatives. Below are the significant 2004 projects that will be managed by OIRM:

Law, Safety & Justice Integration
Business Continuity
Information Security and Privacy
The Network Infrastructure Optimization Program (NIO)
Single Finance, HR, Payroll, and Budget System
IT Project Management
Countywide IT Asset Management
IT Resource Management
Constituent Relationship Management
Streamline IT Procurement

Technical Adjustments

Central Rate Adjustments - \$4,695. A net increase in central rates is reflected in the proposed budget. A significant increase is proposed for Financial Services.

**Link to Office of Information Resource Management Fund
Financial Plan, 66 KB**

GENERAL GOVERNMENT PROGRAM PLAN**General Government Fund Transfers 0010/0695**

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		1,121,980	0.00	0.00
Status Quo **		13,297	0.00	0.00
Status Quo Budget		1,135,277	0.00	0.00
Code/ Item#	Description			
Contra Add Back			0	
Transition Fund				
TF01	Payroll Operations Continuity	12,148	0.00	0.00
TF10	Payroll Improvement Project	344,243	0.00	0.00
TF11	MSA Standardization Work Program	232,134	0.00	0.00
		588,525	0.00	0.00
Central Rate Adjustments				
CR35	Underexpenditure (1.25%)	(13,297)	0.00	0.00
		(13,297)	0.00	0.00
2004 Proposed Budget		1,710,505	0.00	0.00
% Change over Status Quo			50.67%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

PROGRAM HIGHLIGHTS

General Government General Fund Transfers

The 2004 Executive Proposed budget includes General Fund Transfers to the Department of Construction and Facilities Maintenance and the Information Technology Services fund.

Payroll Systems & Operations Business Continuity \$12,148. This proposal will provide continuity in issuing paychecks for County employees in the event of a disaster that affects current check production sites.

MSA Standardization Work Program – \$232,134. A multi-agency team will be created that will operate over an 18- to 24- month period that will standardize the HR/payroll information contained in the County's MSA payroll systems that serves approximately two-thirds of the County's employees.

Payroll Improvement Project – \$344,243. The goal of this project is to standardize payroll business processes across the County. The request funds a strategy to develop and improve policies, procedures, and training programs between the two existing payroll systems.

Other Agencies

OTHER AGENCIES

This section covers a group of cost centers that do not belong to any one particular department. Budgets in this category include the State Auditor, the Boundary Review Board, Salary and Wage Contingency, Executive Contingency, Internal Support, Sales Tax Reserve Contingency, the Grant Funds and the Cultural Development Authority. Listed below are the 2004 Proposed budgets for these agencies.

State Auditor –Total budget of \$622,512. The State Auditor's 2004 budget increased by \$58,853, or 10.44percent, to accommodate increasing audit costs.

Boundary Review Board – Total budget of \$232,106/2.00 FTEs. The Boundary Review Board's 2004 budget decreased by \$17,974. This decrease was due to a move from leased to county-owned space. The proposed budget for Boundary Review Board includes a technical adjustment to provide adequate funding for personnel reflecting completion of the implementation of class comp.

Salary and Wage Contingency - \$3,600,000. The Salary and Wage Contingency budget provides funding for mid-year labor settlements to accommodate the cost of labor agreements and the negotiated wage adjustments and provides a reserve for funding costs associated with backfilling positions held for military reservists called to active duty.

Executive Contingency - \$2,000,000. The 2004 Proposed appropriation remains at the historical level.

Internal Support - \$8,402,282. The internal support budget includes charges that are paid centrally on behalf of current expense agencies. This budget increased by \$1,210,376 over the 2003 Adopted reflecting an \$800,000 one-time transfer to the Cultural Development Authority and the elimination of one-time adjustments included in the 2003 Adopted Budget.

Sales Tax Reserve Contingency - \$3,920,150. This budget is required to keep a reserve balance of \$15,000,000. This proposed appropriation accommodates the required reserve level.

Grants Fund - \$24,888,668/74.96 FTE/4.0 TLT. King County is projected to receive an estimated \$24 million in grants in 2004. Existing grants with funds remaining from 2003 will be carried over into 2004 through a carryover ordinance.

Local Law Enforcement Block Grants (LLEBG) - \$398,623. This represents appropriation authority for the 2004 Local Law Enforcement Block Grant. LLEBG is an interest-accruing federal grant that is separately budgeted to identify interest accrual.

Cultural Development Authority - \$7,230,988. The appropriation comprises a three-part operating request, with \$215,978 of CX revenue to support the CDA's stewardship of the County's 1,300-piece public art collection. It also includes budget authority of \$5.5 million for the transfer of the estimated cultural programming portion of the County's allocation of Hotel-Motel Tax revenues. The final component of the operating request includes \$710,741 contributed from eligible CIP projects to support the County's public art program.

[Link to Sales Tax Reserve Fund Financial Plan, 55 KB](#)

[Link to Cultural Development Authority Fund Financial Plan, 77 KB](#)

GENERAL GOVERNMENT PROGRAM PLAN

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>563,659</i>	<i>0.00</i>
		<i>Status Quo **</i>	<i>(19,922)</i>	<i>0.00</i>
		Status Quo Budget	543,737	0.00
Code/ Item#	Description			
	Contra Add Back		20,000	
	Technical Adjustment			
TA01	Projected Audit Cost Increase	58,133	0.00	0.00
		58,133	0.00	0.00
	Central Rate Adjustments			
CR08	Technology Services Infrastructure Charge	109	0.00	0.00
CR11	Telecommunications Services	27	0.00	0.00
CR12	Telecommunications Overhead	9	0.00	0.00
CR25	Financial Services Charge	497	0.00	0.00
		642	0.00	0.00
	2004 Proposed Budget	622,512	0.00	0.00
	% Change over Status Quo		14.49%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Boundary Review Board 0010/0630

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		250,077	2.00	0.00
Status Quo **		(25,467)	0.00	0.00
Status Quo Budget		224,610	2.00	0.00
Code/ Item# Description				
Contra Add Back			0	
Program Change				
PC01	Personnel Reclassification	8,337	0.00	0.00
		8,337	0.00	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(38)	0.00	0.00
CR08	Technology Services Infrastructure Charge	8	0.00	0.00
CR09	Geographic Information Systems Charge	2,250	0.00	0.00
CR11	Telecommunications Services	(329)	0.00	0.00
CR12	Telecommunications Overhead	7	0.00	0.00
CR13	Motor Pool Usage Charge	(144)	0.00	0.00
CR25	Financial Services Charge	(285)	0.00	0.00
CR26	Retirement Rate Adjustment	(1,565)	0.00	0.00
CR35	1.25% Underexpenditure	(95)	0.00	0.00
CR39	COLA Adjustment	(650)	0.00	0.00
		(841)	0.00	0.00
2004 Proposed Budget		232,106	2.00	0.00
% Change over Status Quo			3.34%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

CX Transfers 0010/0690

		Expenditures	FTEs *	TLTs
Program Area				
GG				
	<i>2003 Adopted</i>	<i>32,870,641</i>	<i>0.00</i>	<i>0.00</i>
	<i>Status Quo **</i>	<i>(3,221,925)</i>	<i>0.00</i>	<i>0.00</i>
	Status Quo Budget	29,648,716	0.00	0.00
Code/ Item#	Description			
	Contra Add Back	<i>3,000,000</i>		
	Technical Adjustment			
TA50	CX Transfers reorganization	<i>(32,898,845)</i>	<i>0.00</i>	<i>0.00</i>
		(32,898,845)	0.00	0.00
	Central Rate Adjustments			
CR35	1.25% Underexpenditure	<i>250,129</i>	<i>0.00</i>	<i>0.00</i>
		250,129	0.00	0.00
	2004 Proposed Budget	0	0.00	0.00
	% Change over Status Quo	<i>-100.00%</i>		

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Salary & Wage Contingency 0010/0654

		Expenditures	FTEs *	TLTs
Program Area				
GG				
	<i>2003 Adopted</i>	<i>9,849,000</i>	<i>0.00</i>	<i>0.00</i>
	<i>Status Quo **</i>	<i>(6,249,000)</i>	<i>0.00</i>	<i>0.00</i>
	Status Quo Budget	3,600,000	0.00	0.00
Code/ Item#	Description			
	Contra Add Back		<i>0</i>	
	No Change Items Proposed			
<i>NC01</i>	<i>No Change Items Requested for this Budget.</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
		0	0.00	0.00
	2004 Proposed Budget	3,600,000	0.00	0.00
	% Change over Status Quo		<i>0.00%</i>	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Salary & Wage Contingency/CJ 1020/0652

		Expenditures	FTEs *	TLTs
Program Area				
GG				
	<i>2003 Adopted</i>	435,474	0.00	0.00
	<i>Status Quo **</i>	(235,474)	0.00	0.00
	Status Quo Budget	200,000	0.00	0.00
Code/ Item#	Description			
	Contra Add Back		0	
	No Change Items Proposed			
NC01	No Change Items Requested for this Budget.	0	0.00	0.00
		0	0.00	0.00
	2004 Proposed Budget	200,000	0.00	0.00
	% Change over Status Quo		0.00%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Executive Contingency 0010/0655

		Expenditures	FTEs *	TLTs
Program Area				
GG				
	<i>2003 Adopted</i>	<i>2,000,000</i>	<i>0.00</i>	<i>0.00</i>
	<i>Status Quo **</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
	Status Quo Budget	2,000,000	0.00	0.00
Code/ Item# Description	Contra Add Back		<i>0</i>	
No Change Items Proposed				
<i>NC01</i>	<i>No Change Items Requested for this Budget.</i>	<i>0</i>	<i>0.00</i>	<i>0.00</i>
		0	0.00	0.00
	2004 Proposed Budget	2,000,000	0.00	0.00
	% Change over Status Quo		<i>0.00%</i>	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Internal Support 0010/0656

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	7,191,906	0.00	0.00
	<i>Status Quo **</i>	572,620	0.00	0.00
	Status Quo Budget	7,764,526	0.00	0.00
Code/ Item# Description	Contra Add Back		0	
Technical Adjustment				
TA01	Transfer to CDA for KC Public Art Stewardship	(4,022)	0.00	0.00
TA02	Transfer to Cultural Development Authority (CDA)	800,000	0.00	0.00
TA03	Adjust Facilities Parking Management Charge	(5,533)	0.00	0.00
		790,445	0.00	0.00
Central Rate Adjustments				
CR14	Facilities Management Space Charge	(135,096)	0.00	0.00
CR15	Insurance Charges	(50,075)	0.00	0.00
CR25	Financial Services Charge	32,482	0.00	0.00
		(152,689)	0.00	0.00
	2004 Proposed Budget	8,402,282	0.00	0.00
	% Change over Status Quo		8.21%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Sales Tax Reserve Contingency 0014/0651

		Expenditures	FTEs *	TLTs
Program Area				
GG				
	<i>2003 Adopted</i>	4,020,313	0.00	0.00
	<i>Status Quo **</i>	4,963	0.00	0.00
	Status Quo Budget	4,025,276	0.00	0.00
Code/ Item#	Description			
	Contra Add Back		0	
	Technical Adjustment			
TA01	Decrease in Sales Tax Forecast	(105,126)	0.00	0.00
		(105,126)	0.00	0.00
	2004 Proposed Budget	3,920,150	0.00	0.00
	% Change over Status Quo		-2.61%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Grants Fund 2140/2140

		Expenditures	FTEs *	TLTs
Program Area GG	<i>2003 Adopted</i>	10,431,186	79.46	9.80
	<i>Status Quo **</i>	(10,431,186)	2.50	(1.80)
	Status Quo Budget	0	81.96	8.00
Code/ Item# Description	Contra Add Back		0	
Revenue Backed				
RB01	0183: Technical Adjustment	(74)	0.00	1.00
RB02	0403: Technical Adjustment	(751)	(1.00)	0.00
RB03	0513: Technical Adjustment	(131)	0.00	(4.00)
RB04	0574: Technical Adjustment	6,892	0.00	(1.00)
RB05	0933: Technical Adjustment	1,596	(6.00)	0.00
RB06	0953: Technical Adjustment	913	0.00	0.00
RB07	0543: Technical Adjustment	5,159	0.00	0.00
RB08	0143: Technical Adjustment	(470)	0.00	0.00
		13,134	(7.00)	(4.00)
Technical Adjustment				
TA01	0183 BRED: Authority for New Grants	255,000	0.00	0.00
TA02	0403 DES: Authority for New Grants	10,230,000	0.00	0.00
TA03	0513 Superior Court: Authority for New Grants	2,940,609	0.00	0.00
TA04	0574 Superior Court: Authority for New Grants	3,667,559	0.00	0.00
TA05	0933 DCHS: Authority for New Grants	550,000	0.00	0.00
TA06	0953 OPD: Authority for New Grants	5,284,783	0.00	0.00
TA07	0543 DJA: Authority for New Grants	460,717	0.00	0.00
TA09	0993 Grants Contingency	1,500,000	0.00	0.00
		24,888,668	0.00	0.00
Central Rate Adjustments				
CR01	Flexible Benefits Charge	(1,596)	0.00	0.00
CR08	Technology Services Infrastructure Charge	34,051	0.00	0.00
CR11	Telecommunications Services	2,269	0.00	0.00
CR12	Telecommunications Overhead	369	0.00	0.00
CR13	Motor Pool Usage Charge	(1,049)	0.00	0.00
CR22	Long Term Leases	1,622	0.00	0.00
CR25	Financial Services Charge	533	0.00	0.00
CR26	Retirement Rate Adjustment	(50,417)	0.00	0.00
CR36	Property Services Lease Administration Fee	(69)	0.00	0.00
CR39	COLA Adjustment	(34,984)	0.00	0.00
CR46	Countywide Strategic Technology Projects	22,956	0.00	0.00
CR47	Finance Payroll Projects	13,181	0.00	0.00
		(13,134)	0.00	0.00
2004 Proposed Budget		24,888,668	74.96	4.00
% Change over Status Quo			N/A	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

LLEBG 1999LBVX8880 Grants 2155/2155

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		0	0.00	0.00
Status Quo **		0	0.00	0.00
Status Quo Budget		0	0.00	0.00
Code/ Item#	Description			
Contra Add Back			0	
Revenue Backed				
RB01	Contingency Adjustment for 2004	398,623	0.00	0.00
		398,623	0.00	0.00
2004 Proposed Budget		398,623	0.00	0.00
% Change over Status Quo			N/A	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

Cultural Development Authority 1170/0301

		Expenditures	FTEs *	TLTs
Program Area				
GG				
		<i>2003 Adopted</i>	<i>21,236,761</i>	<i>0.00</i>
		<i>Status Quo **</i>	<i>(14,153,142)</i>	<i>0.00</i>
		Status Quo Budget	7,083,619	0.00
Code/ Item#	Description			
	Contra Add Back		0	
	Revenue Backed			
RB01	Hotel-Motel Tax-Supported Arts and Heritage	333,046	0.00	0.00
RB02	Percent for Art Program	(989,259)	0.00	0.00
		(656,213)	0.00	0.00
	Technical Adjustment			
TA01	KC Public Art Collection Stewardship	3,582	0.00	0.00
TA02	Transfer to CDA	800,000	0.00	0.00
		803,582	0.00	0.00
2004 Proposed Budget		7,230,988	0.00	0.00
% Change over Status Quo			2.08%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

Transfer to Other Funds/CJ 1020/0693

		Expenditures	FTEs *	TLTs
Program Area				
GG				
2003 Adopted		258,808	0.00	0.00
Status Quo **		12,101	0.00	0.00
Status Quo Budget		270,909	0.00	0.00
Code/ Item#	Description			
Contra Add Back			0	
Central Rate Adjustments				
CR05	Current Expense Overhead Adjustment	(9,439)	0.00	0.00
CR21	Debt Service Adjustment	(13)	0.00	0.00
CR25	Financial Services Charge	(2,951)	0.00	0.00
CR47	Finance Payroll Projects	22,737	0.00	0.00
		10,334	0.00	0.00
2004 Proposed Budget		281,243	0.00	0.00
% Change over Status Quo			3.81%	

* FTEs do not include Temporaries and overtime.

** This includes revised 2003 adopted, initial status quo, and proposed status quo increments. Under FTEs, annualization is included.

GENERAL GOVERNMENT PROGRAM PLAN

General Government Program Area

	2002 Adopted		2003 Adopted		2004 Proposed	
	Expenditures	FTEs	Expenditures	FTEs	Expenditures	FTEs
County Council Agencies						
COUNTY COUNCIL	5,467,401	64.00	5,461,293	64.00	5,679,506	64.00
COUNCIL ADMINISTRATION	7,214,700	62.00	6,457,622	57.00	6,393,209	57.00
HEARING EXAMINER	595,592	5.00	536,552	5.00	556,759	5.00
COUNCIL AUDITOR	1,326,173	11.00	1,046,174	11.00	1,040,234	11.00
OMBUDSMAN/TAX ADVISOR	769,865	9.00	714,332	9.00	793,391	9.00
KC CIVIC TELEVISION	542,436	7.00	562,899	7.00	581,527	7.00
BOARD OF APPEALS	522,363	4.00	511,417	4.00	559,584	4.00
	16,438,530	162.00	15,290,289	157.00	15,604,210	157.00
County Executive Agencies						
COUNTY EXECUTIVE	258,135	2.00	263,660	2.00	277,993	2.00
OFFICE OF THE EXECUTIVE	2,579,217	24.00	2,732,717	25.00	3,084,904	24.00
OFFICE OF MGMT & BUDGET	3,363,066	36.00	4,205,629	41.00	4,353,057	41.00
OFFICE OF MGMT & BUDGET/CJ	379,994	3.00	362,723	2.00	747,027	0
BUSINESS REL & ECON DEV	6,661,055	33.00	2,330,333	15.50	2,262,440	16.50
	13,241,467	98.00	9,895,062	85.50	10,725,421	83.50
Executive Services						
FINANCE-CX	2,484,908	0	2,287,083	0	2,471,442	0
LICENSING/REGULATORY SVCS	6,032,102	75.85	0	0	0	0
EXECUTIVE SVCS-ADMIN	1,625,251	16.00	1,670,130	16.00	1,832,830	17.00
HUMAN RESOURCES MGMT	5,977,231	57.00	5,970,080	59.50	6,805,531	63.50
CABLE COMMUNICATIONS	173,208	2.00	192,531	2.00	236,905	2.00
PROPERTY SERVICES	2,523,021	30.00	2,475,198	30.00	2,435,264	28.00
RECORDS & ELECTIONS	11,363,267	75.38	18,493,965	151.23	21,082,257	151.38
RECORDER'S O & M FUND	1,218,585	4.50	1,307,661	5.50	1,169,780	6.50
INET OPERATIONS	744,750	7.00	931,958	7.00	1,720,680	7.00
SAFETY & WORKERS' COMP	20,073,595	27.00	21,800,137	27.00	25,081,714	27.00
FINANCE-INTERNAL SVC FUND	24,041,157	189.50	24,937,375	203.50	27,562,563	209.00
EMPLOYEE BENEFITS PROGRAM	120,050,248	21.00	124,562,626	9.00	157,203,579	11.00
FACILITIES MANAGEMENT SUB	33,243,551	289.75	33,463,198	279.75	34,331,738	281.25
INSURANCE	21,873,366	14.00	24,122,779	20.50	26,042,896	20.50
DATA PROCESSING SERVICES	22,614,780	135.50	22,874,838	138.00	23,651,628	135.50
TELECOM SERVICES	2,666,562	8.00	1,986,447	8.00	1,952,491	8.00
PRINTING/GRAPHIC ARTS SRV	3,161,933	18.50	3,602,262	18.00	3,684,423	18.00
	279,867,515	970.98	290,678,268	974.98	337,265,721	985.63
County Assessor						
COUNTY ASSESSOR	16,251,428	242.70	16,089,781	229.00	16,898,902	229.00
	16,251,428	242.70	16,089,781	229.00	16,898,902	229.00
Other Agencies						
CULTURAL RESOURCES	1,286,987	7.00	0	0	0	0
INFORMATION RESOURCE MGMT	1,196,722	6.00	3,725,777	8.50	1,377,579	6.00
STATE AUDITOR	562,912	0	563,659	0	622,512	0
BOUNDARY REVIEW BOARD	242,158	2.00	250,077	2.00	232,106	2.00
SALARY & WAGE CONTINGENCY	5,172,000	0	9,849,000	0	3,600,000	0
EXECUTIVE CONTINGENCY	2,000,000	0	2,000,000	0	2,000,000	0
INTERNAL SUPPORT	3,780,069	0	7,191,906	0	8,402,282	0
ARTS & CULTURAL DEV FUND	7,398,311	12.50	21,236,761	0	7,230,988	0
	21,639,159	27.50	44,817,180	10.50	23,465,467	8.00
General Government Grants						
GRANTS	9,939,789	0	10,955,849	0	25,287,291	2.00
	9,939,789	0	10,955,849	0	25,287,291	2.00
Total General Government	357,377,888	1,501.18	387,726,429	1,456.98	429,247,012	1,465.13

Emergency Management division of Executive Services is reported out under the Law, Safety, and Justice program plan area.